

BASIC SAFETY CHECKLIST

PHOTOCOPY THIS CHECKLIST BEFORE USING SO YOU CAN REUSE IT.

Company name: _____

Inspection date: _____

Site: _____

Manager conducting inspection: _____

Title: _____

Safety professional conducting inspection: _____

Title: _____

Use this checklist for each area of your workplace. When you locate a hazard, check the "needs work" category and note the work needed and the location of the item for the corrective action plan.

Health emergency preparation

	GOOD	NEEDS WORK
Employees have been trained to respond to health emergencies; or instructions are posted.		
Emergency telephone numbers (911 or separate numbers for fire, ambulance, etc.) are posted.		
First aid supplies and instructions are provided; employees know where to find them.		
First aid supplies are suitable for the type of injuries likely to occur in this workplace.		
Employees have received "right to know" training on hazardous materials and the use of Material Safety Data Sheets. Employees know where the Material Safety Data Sheets are kept and how to use them.		

Housekeeping

	GOOD	NEEDS WORK
Work areas are clean and orderly to prevent hidden hazards.		

Inspector, initial page when completed: _____

Fire emergency preparation

	GOOD	NEEDS WORK
Fire extinguishers are easily accessible and have been checked and serviced as necessary. Fire extinguishers are the appropriate type for the predominant fire hazards.		
Fire exits are accessible and unlocked from the inside. The path to fire exits is clear, free of obstacles. There is access to two fire exits from every point in the building.		
Emergency escape routes are prominently posted.		
Smoke detectors are installed. Batteries were tested during this inspection.		
Sprinkler systems are tested.		

Fire prevention

	GOOD	NEEDS WORK
Flammable materials are safely stored in proper containers away from sources of heat and sparks and clearly labeled.		
Anything that makes flames or sparks is shielded, and the area is clear of trash, papers and other potential fuel.		

Floors, aisles, stairs and entryways

	GOOD	NEEDS WORK
Floors provide good traction and are free of cracks, bumps and other hazards that could cause trips or falls.		
Cleanup materials are provided for water, grease or other materials that could create slippery conditions. Employees are trained to clean up spills promptly.		
Aisles are clear, free of tripping hazards and well lighted.		
Stairs are in good condition with no loose steps, provided with handrails and well lighted. Areas under stairways are clear and not used for storage.		

Ladders

	GOOD	NEEDS WORK
Ladders are provided where needed, are of standard construction and in good condition.		

Storage

	GOOD	NEEDS WORK
Stored materials, products and supplies are set in stable, balanced piles, to a reachable height. Sturdy stepladders are provided if necessary.		

Inspector, initial page when completed: _____

Machines and equipment

	GOOD	NEEDS WORK
Machines and equipment are in safe operating condition. Safety guards are in place and in use.		
Appropriate tools are provided.		
Employees are trained to use machines only for the tasks for which they are suitable.		

Hand and power tools

	GOOD	NEEDS WORK
Tools are in good condition. Wires, cords and connections are in good condition.		
Employees are trained to use tools only for jobs for which they are suitable.		

Electrical

	GOOD	NEEDS WORK
Grounds are provided on power tools and extension cords.		
Equipment is in good operating condition.		
Wires are in good condition and free of fraying. Wires and extension cords are not routed over metal objects or through doorways or window openings.		
Circuits are not loaded beyond their capacity.		

Lighting

	GOOD	NEEDS WORK
Light is sufficient for each job.		
Emergency lighting for power outages is installed.		
Emergency lights were tested during this inspection.		

Personal protective equipment

	GOOD	NEEDS WORK
Hard hats, gloves, boots, aprons, ear protectors, masks and other protective equipment are provided where appropriate and are in use.		
Goggles or other eye protection is provided and used for any operation that involves flying particles.		
Employees are trained in the use of protective equipment.		

Inspector, initial page when completed: _____

Back injury prevention

	GOOD	NEEDS WORK
All employees who do heavy lifting and moving are trained in back injury prevention and proper use of back support belts.		
Employees who do heavy lifting and moving stretch and warm up to prevent sudden exertion of cold muscles.		
Back support belts are used only to lift.		
All employees who are not physically capable of heavy lifting and moving are instructed to leave these tasks to designated, trained employees.		

Repetitive motion injury prevention

	GOOD	NEEDS WORK
All employees who repeat the same movements throughout the day take stretch and exercise breaks several times a day or when appropriate.		
When possible, employees are given varied assignments so they can avoid excessive stress on particular body parts while remaining productive.		

New employee training

	GOOD	NEEDS WORK
New employees have been given basic safety training as part of employee orientation.		

Automobiles and motor vehicles

	GOOD	NEEDS WORK
Each motor vehicle is provided with a checklist for routine safety checks by employees assigned to this task and a log for recording routine safety checks by employees.		
Each automobile and other motor vehicle is provided with a service and maintenance log for recording regular professional servicing, maintenance and repairs.		
Responsibility for regular inspection and servicing of company-owned automobiles has been assigned to specific employees.		
Employees are trained to report any safety or mechanical problems to the proper person.		
Every vehicle receives regular professional servicing every 3,000 miles, or more often if appropriate.		
Vehicles used in long-distance trips are provided with safety equipment, including flashlight, flares, tools and first aid kit.		
Spare tire, jack and lug wrench are in place and spare tire is properly inflated.		

Inspector, initial page when completed: _____

Crime/violence prevention

	GOOD	NEEDS WORK
Outdoor lighting is adequate, including parking lot; lights are in working order (observed at night).		
Telephones are accessible to all work stations.		
Building space is arranged so visitors can be observed.		
Building space is arranged so employees will not be trapped in closed spaces.		
Security guards, buddy system, or other method is in place for late-night working hours.		
Employees have received training on response to threats of violence.		
Employees have received training in handling cash, both in the workplace and in transit.		
Discreet storage is provided for employee's purses and other personal items.		

USE A SEPARATE PAGE FOR INSPECTOR'S COMMENTS.

Use of this safety inspection checklist for an annual safety inspection satisfies the minimum requirement of the safety inspection provision of the New Mexico Workers' Compensation Act, according to the regulations of the Workers' Compensation Administration. A more detailed safety inspection using industry-specific checklists is recommended where possible.

Inspector, initial page when completed: _____

AFFIDAVIT

STATE OF NEW MEXICO)
) ss.
COUNTY OF _____)

To: Safety Program Manager
Workers' Compensation Administration
Post Office Box 27198
Albuquerque, NM 87125-7198

I, _____, after having been duly sworn, state and affirm that:

1. I am the _____ (job title) of _____ (company name).
2. That the company has completed its statutory requirement for an annual safety inspection.
3. We submit the following information per your request:

Name of business: _____

Federal Employer Identification Number: _____

Business Address: _____

City: _____ State: _____ Zip Code: _____

Date of Safety Inspection: _____

Inspection performed by: _____

If there are any questions, the WCA should contact _____

at the following phone number _____.

Signature

SUBSCRIBED AND SWORN to before me this _____ day of _____,

20____ by _____.

Notary public

My commission expires:
