**WORKPLACE AUDIT / INSPECTION REPORT**

**Cafeteria / Break Area**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Audited by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Audit Item/ Practice**

**Check if item / Practice not in compliance**

**General**

Are separate lunch rooms provided? .141(2)(g)

Do the number of rest rooms conform to the federal standards? .141(2)(g)

Are there separate toilet facilities for each sex? .141(c)(iii)

Are lunch rooms, rest rooms, and service rooms kept clean? .141(2)(g)

**Postings**

Is the OSHA 2203 poster properly displayed? 1903

Is the EEOC's Americans With Disabilities poster displayed?

Is the Form 200, Injury and Illness Reporting Form, posted during the month of February? 1904

Are all OSHA citations for this area displayed near where the violation occurred? 1903

**Environmental Tobacco Smoke (ETS)**

Is there a smoking policy in place to control secondhand smoke?

Have indoor smoking rooms/areas been designated?

Is air from the smoking room/area directly exhausted to the outside by an exhaust fan?

Is air from the smoking room/area prevented from recirculating to other parts of the building?

Is more air exhausted from the smoking room/ area than is supplied to it to make sure that ETS doesn't drift to surrounding spaces?

Does the ventilation system provide the smoking room/area with at least 60 cubic feet per minute (CFM) of supplied air per smoker?

Is the smoking room/area located in a non-work area where no one, as a part of his or her work responsibilities, is required to enter?

Are outdoor smoking areas located away from building ventilation system air intakes?

Are outdoor smoking areas located away from doors which nonsmokers may have to pass through?

Are outdoor smoking areas equipped with shelters and ashtrays to accommodate smokers?

**Family and Medical Leave**

Is the Family and Medical Leave Act notice properly displayed? 825.300

Repairs/corrections must be completed by (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Routed to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Repairs/corrections from above have been done.

Supervisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_