**WORKPLACE AUDIT / INSPECTION REPORT**

**Outdoor Storage Room**

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

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

**Audit Item/ Practice**

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

**Aisles**

Are aisles marked? .22 9

Width of aisles maintained? .22 9

Are aisles in good condition? .22 9 Are work areas clean? .22 9

Is housekeeping maintained? .22 9

Are mats, grating, etc. used where drainage is needed? .22(a)(2) 9

Are floor openings and floor holes protected? .23

**Exits**

Are building exits adequate? .36/.37 9

Are exits properly marked? .36/.37 9

Any emergency power supply? .36/.37 9

Does lighting in hallways and exit signs conform to government standards? (20 foot and 5 foot candles respectively) .36/.37

Is the route to exits kept free and clear? .36/.37

**Ladders**

Are there any fixed ladders being used that require cages or walls? .27(d)

Are ladders used without safety feet? .25

Are ladders free from sharp edges and splinters? .25(b)

Are all step ladders in use under 20' in length? .25(b)(2)

Is scaffolding capable of carrying intended load safely? .28

**Air Emissions**

If carbon monoxide is present, due to fork lifts, heaters, or idling vehicles, are signs posted warning of its presence? .1200(f)

**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

**Work Environment**

Are all work areas properly illuminated?

Are noise levels within acceptable limits? .95

Are exhaust stacks and air intakes so located that contaminated air will not be recirculated within the building? .94

**Material Handling**

Is there safe clearance for equipment through aisles and doorways? .176 9 Are vehicles shut off and brakes set prior to loading or unloading? .178

Are containers stored stacked, blocked, and limited in height so they are stable and secure? .176

**Fire Protection**

If you have a fire alarm system, is it tested bimonthly? .165

Are all fire extinguishers accessible, and their locations clearly designated? .157

Are all fire extinguishers inspected and recharged regularly, and noted on the inspection tag? .157

**Material Stored**

If chemicals are stored, are all containers properly labeled, with chemical name and hazard warning? .1200(f)

If hazardous waste is stored, are all hazardous waste requirements complied with? (See "Hazardous Waste Checklist")

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

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

Repairs/corrections from above have been done.

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