**WORKPLACE AUDIT / INSPECTION REPORT**

**Shipping / Receiving Area**

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

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

**Audit Item/ Practice**

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

**Housekeeping**

Are aisles marked?

Width of aisles maintained?

Are aisles in good condition?

Are work areas clean?

Is housekeeping maintained?

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

Are floor openings and floor holes protected? .23

**Stairs**

Are stair railings of standard height? (30"-34" above surface) .23(5)(ii)

Does every stairway having 4 or more treads have a hand rail? .23 (d)(i)

Are risers uniform in height and conform to proper height? .24(f)

Are standard railings provided on the open side of exposed stairs? .24(h)

**Exits**

Are building exits adequate? .36/.37 9 Are exits properly marked? .36/.37

Any emergency power supply? .36/.37

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

Are exits blocked? .36/.37

**Ladders**

Are there any fixed ladders being used that require cages or walls? .27(d) 9 Are ladders used without safety feet? .25

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

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

Is scaffolding capable of carrying intended load safely? .28(a)(2)

**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 the shipping/receiving 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

Are aisleways designated, permanently marked, and kept clear to allow unhindered passage? .176

Are motorized vehicles and mechanized equipment inspected daily or prior to use? .178

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

Are dock boards (bridge plates) used when loading or unloading operations are taking place between vehicles and docks? .178

Are trucks and trailers secured from movement during loading and unloading operations? .178

**Personal Protective Equipment**

Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials? .133

Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions, or burns? .133

Are protective gloves, aprons, shields, or other means provided against cuts, corrosive liquids, and chemicals? .132

Are employees who need corrective lenses (glasses or contacts) in working environments having harmful exposures required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures? .133 (a)(3)

Are hard hats provided and worn where danger of falling objects exists? .135

Are hard hats inspected periodically for damage to the shell and suspension system? .135

Is appropriate foot protection required where there is the risk of foot injuries? .136

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

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

Repairs/corrections from above have been done.

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