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SANS Institute

Security Consensus Operational Readiness Evaluation

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Safety Walkthrough Checklist

Leadership and the Safety Walkthrough

By Stephen Northcutt

When you return to the workplace, schedule a half an hour or more to do a walkthrough in your facility to look for safety hazards. This is a great opportunity to lead by example. Grab another manager and have them come with you. Walk through your facility and look for anything that's hazardous. This is some of the easiest and cheapest risk reduction you can do.

Facility Safety Inspection Checklist

The form was created for students in the [SANS Security Leadership Essentials class](#) and is based on a US Department of Commerce checklist. The URL to the original material is www.osc.doc.gov/forms/pdf/cd574fll.pdf Permission is explicitly granted to make copies of this material, modify this material, and make use of this material for commercial purposes so long as the use is associated with a safety walkthrough.

| | | | |
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| | | | Safety Walkthrough Checklist |
| | | | Building: Floor: Room: |
| Pass | Fail | N/A | Element |
| | | | Are all work areas clean, sanitary, and orderly? |
| | | | Is there adequate lighting? |
| | | | Are aisles and passages free of stored material that may present trip hazards? |
| | | | Are carpet and throw rugs free of tears or trip hazards? |
| | | | Are hand rails provided on all fixed stairways? |
| | | | Are treads provided with anti-slip surfaces? |
| | | | Are file drawers kept closed when not in use? |
| | | | Are passenger and freight elevators inspected annually and are the inspection certificates available for review on-site? |
| | | | Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 48 inches above any adjacent floor or the ground? |
| | | | Is any furniture unsafe or defective? |
| | | | Are objects covering heating and air conditioning vents? |
| | | | |
| | | | Are established emergency phone numbers posted where they can be readily found in case of an emergency? |
| | | | Are employees trained on emergency procedures? |
| | | | Are fire evacuation procedures/diagrams posted? |
| | | | Are an adequate number of first aid trained personnel available to respond to injuries and illnesses until medical assistance arrives? |
| | | | Is a copy of the facility fire prevention and emergency action plan available on site? |
| | | | |
| | | | Are flammable liquids, such as gasoline, kept in approved safety cans and stored in flammable cabinets? |
| | | | Are employees trained on the use of portable fire extinguishers? |

| | | | |
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| | | | Is the area around portable fire extinguishers free of obstructions and properly labeled ? |
| | | | Are fire alarm pull stations clearly marked and unobstructed? |
| | | | Are exits kept free of obstructions or locking devices which could impede immediate escape? |
| | | | Are exits properly marked and illuminated? |
| | | | Are the directions to exits, when not immediately apparent, marked with visible signs? |
| | | | Can emergency exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied? |
| | | | Are exits arranged such that it is not possible to travel toward a fire hazard when exiting the facility? |
| | | | Are storage racks and shelves capable of supporting the intended load and materials stored safely? |
| | | | Are storage racks secured from falling?Are storage racks secured from falling? |

[1] www.osec.doc.gov/forms/pdf/cd574fll.pdf

[2] <http://www.sans.org/training/description.php?tid=452>



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