



Supervisor Monthly Facility Inspection Checklist

Pass	Fail	NA	Safety Walkthrough Checklist
			Facility: _____ Area: _____
			Walking Working Surfaces
			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 all elevation changes identified and marked?
			Are hand rails provided on all fixed stairways?
			Are treads provided with anti-slip surfaces?
			Are low overhead clearances identified and marked?
			Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 48 inches above any adjacent floor or the ground?
			Are fixed ladders consistant height between risers?
Pass	Fail	NA	Emergency Response
			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 first aid kits fully stocked?
			Are blood borne pathogen kits expired?
			Are eye wash stations cleaned?
			Are eye wash station caps present and in use?
			Have eye wash stations been flushed and does fluid run clear?
Pass	Fail	NA	Fire Prevention
			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?

			Have portable fire extinguishers been inspected within the last month?
			Are portable fire extinguishers properly mounted?
			Is the area around portable fire extinguishers free of obstructions and properly labeled ?
			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?
Pass	Fail	NA	Guarding/Handrails/Barriers
			Are guards in good repair, no worn holes, sharp edges?
			Are all guards secured in place?
			Are any hand rails missing their rails or toe kicks?
			Are top rails at 42 inches?
			Are mid rails at about 22 inches?
Pass	Fail	NA	Gates/Safety Chains
			Do all gates have approved signage?
			Are all gates closed ?
			Do all safety chains have a connecting device?
			Do all safety chains have a place to hook the connecting device.
			Are all safety chains long enough to connect?
Pass	Fail	NA	Electrical
			Do all plugs on cords have all prongs?
			Are any exposed electrical wires bare or frayed?
			Are any electrical cords running through doors or windows?
Pass	Fail	NA	Industrial Hygiene
			Is there any food or open drinks being consumed in areas where heavy metals may accumulate?
			Is PPE available and being used appropriately?
Pass	Fail	NA	HAZ COM
			Are all products containing hazardous chemicals identified and MSDS's readily available to employees working with them or exposed to them?
			Are all containers properly labeled?

Pass	Fail	NA	Rolling Stock
			Are check lists and inspections available and being used appropriately for all rolling stock?
			Are all safety devices in place and being used per manufacturers recommendations such as hand holds, foot holds, stairs, steps, seat belts, doors, and ROPS?
			Are all fire extinguishers present, secured, and being inspected monthly?
Pass	Fail	NA	Tools
			Are all portable ladders stored and secured in a designated spot?
			Are all rungs and uprights on portable ladders free from cracks and defects.
			Are guards present on portable grinders?
			Are grinding wheels free of chips or fractures?
			Are bench grinder rests within 1/8 th of an inch of clearance from the wheel?
			Are bench grinder tongue guards within ¼" clearance of the wheel?
			Are band saw telescoping guards present and functioning appropriately?
			Are gas welding hoses and connectors in good repair?
			Are gas cylinders secured in the upright position?
			Are arc welder leads in good repair, no electrical tape, leads are rolled up?
			Are tools that reside on pedestals anchored to prevent tipover?
Pass	Fail	NA	Hoist
			Weight limits are posted and visible?
			Safety clip on hook?
			Hook and chain are not stretched or sprung?
Pass	Fail	NA	Housekeeping
			Dust accumulation is at a minimum?
			Tools are stored properly?
			Signs and labels are legible?
			Bathrooms are cleaned and supplied appropriately?
			Lunchrooms are clean?