

## UWSP - WORKPLACE SAFETY INSPECTION CHECKLIST

Bldg.: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor (name/phone) \_\_\_\_\_ Inspector(s). \_\_\_\_\_

(Circle "NA" if not applicable or not observed.)

### **ADMINISTRATIVE**

Are accident/injury report forms readily available to employees?	Y N --NA
Are the Safety & Occupational Health Protection Program Posters posted on the official bulletin board?	Y N -- NA
Is the Fire Evacuation Plan posted?	Y N -- NA
Are emergency procedures posted or available to all employees?	Y N -- NA

### **WALKING/WORKING SURFACES**

Housekeeping - Is the area routinely cleaned?	Y N -- NA
Where wet processes are used, is proper drainage maintained, and false floors, platform mats, or other dry standing places available?	Y N -- NA
When required, are floor loading signs posted? (i.e., mezzanine areas)	Y N -- NA
Are aisles and passageways kept clear?	Y N -- NA

### **HAZARDOUS MATERIALS**

Are flammable and combustible liquids being stored in approved containers and/or storage cabinets?	Y N -- NA
Are containers properly labeled (identity and hazard warning)?	Y N -- NA
Are emergency showers and eye wash facilities available where employees are exposed to corrosive materials?	Y N -- NA
Are they being inspected/flushed as required? (documented)	Y N -- NA

### **GUARDING OF OPEN-SIDED FLOORS, WALL OPENINGS, AND PLATFORMS**

Are all open-sided floors, wall openings, and platforms that are more than 4 feet above ground level guarded by guard rails, covers, or other equivalent means?	Y N -- NA
Are stairways with at least 4 steps, provided with handrails 30"-34" high?	Y N -- NA
Are all ladders maintained in good condition?	Y N -- NA

### **MEANS OF EGRESS**

Is there an adequate number of exits?	Y N -- NA
Do all exits provide free and unobstructed egress from all parts of the building?	Y N -- NA
Are all exits clearly visible and marked?	Y N -- NA
Are all doorways and exits that are not exits clearly marked and unobstructed?	Y N -- NA
Are all exits provided with artificial illumination?	Y N -- NA

## COMPRESSED GASES

Are all compressed gas cylinders stored in a well ventilated, dry area where they can't be knocked over?	Y N -- NA
Are all acetylene and oxygen cylinders stored at least 20 feet apart or separated by a 5 foot non-combustible barrier between them?	Y N -- NA
Are acetylene cylinders being stored upright?	Y N -- NA
Are all compressed gas cylinders not in use, stored with their valve protection caps on?	Y N -- NA

## MATERIAL HANDLING AND STORAGE

Are materials stored in a stable and secure manner to prevent sliding or collapse?	Y N -- NA
Are storage areas kept free of tripping, fire, explosion hazards, or pest harborage?	Y N -- NA
Forklift truck Operator's Daily Checklist utilized and completed.	Y N -- NA
Forklift truck operators observed have current operator's license.	Y N -- NA

## FIRE PROTECTION

Are all portable fire extinguishers maintained in a fully charged and operable condition?	Y N -- NA
Are the fire extinguishers conspicuously located where they will be readily accessible (not blocked) and immediately available when needed?	Y N -- NA
Are fire extinguishers inspected monthly to detect any obvious physical damage, corrosion, or other impairments?	Y N -- NA
Are the hydrostatic tests of the fire extinguishers current?	Y N -- NA
Are Fire Doors left closed, marked, and not blocked open?	Y N -- NA

## MACHINE GUARDING

Are all of the machinery that requires point of operation guarding adequately guarded?	Y N -- NA
Are all the gears, sprockets, and pulleys adequately guarded?	Y N -- NA
Are all fans that are less than 7 feet above the floor or working level provided with guards having openings no larger than 1/2 inch?	Y N -- NA
Are all machines designed for a fixed location securely anchored (include soft drink dispensing machines with empty weight of 700 Lbs.) to prevent walking or moving?	Y N -- NA

## ELECTRICAL

Are flexible cords and cables being used in continuous lengths without splices or taps?	Y N -- NA
Is the area free of flexible cords (extension cords) and cables being used as a substitute for fixed wiring of a structure?	Y N -- NA
Are any extension cords connected to another extension cord?	Y N -- NA
Do all power strips (surge protectors) include a circuit breaker?	Y N -- NA
Are receptacles grounded and properly wired?	Y N -- NA
Are all unused openings in cabinets, boxes, and fittings effectively covered?	Y N -- NA
Was frayed or otherwise exposed wiring observed?	Y N -- NA
Is there adequate amount of working space (3 feet) in front of electrical panel boxes?	Y N -- NA
Were all disconnecting means and circuits properly identified and labeled?	Y N -- NA

## LOCKOUT/TAGOUT

Are locks/tags filled out completely and accurately?	Y N -- NA
Is the item locked/tagged in the position/condition stated?	Y N -- NA
Is there a Lockout/Tagout log	Y N -- NA
Do locks/tags match the Lockout/Tagout Log?	Y N -- NA
Is the Lockout/Tagout Log being properly maintained by the coordinator?	Y N -- NA
Is the Log being audited as required?	Y N -- NA

## WEIGHT HANDLING EQUIPMENT

Hoist hook equipped with an approved mousing device.	Y N -- NA
Operator has a valid license for the equipment.	Y N -- NA
Is the shackle body permanently and legibly marked with trademark, safe working load (SWL), size, and expiration date?	Y N -- NA
Does the pin and the bell of the shackle match?	Y N -- NA
Are the wire ropes tagged with current certification date?	Y N -- NA

## GENERAL

Does the building or structure have any apparent structural deficiencies that may be hazardous to personnel or may compromise the structural integrity of the building?	Y N -- NA
Are refrigerators used for their intended purposes?	Y N -- NA

## **UNSAFE BEHAVIOR**

Are workers wearing the required PPE for the location and for the work being performed?	Y N -- NA
Are workers taking the necessary safety precautions for the work being performed?	Y N -- NA
Is all work being performed so that other workers in the area are not being exposed to occupational health hazards or unsafe conditions?	Y N -- NA
Are any workers being exposed to potential fall hazards without the protection of safety rails or the appropriate fall protection equipment?	Y N -- NA
Any other unsafe behavior/act observed at the time of the inspection?	Y N -- NA