

Safety Inspection Checklist

By John F. Smith

- Scope of Self-Inspections
 - Building and Grounds.
 - Housekeeping Program.
 - Electrical.
 - Lighting.
 - Heating and Ventilation.
 - Machinery and their standards.
 - Processing, Receiving, Shipping and Storage.
 - Personnel - training and experience.
 - Hand and Power Tools.
 - Chemicals.
 - Fire Prevention.
 - Maintenance.
 - Personal Protective Equipment.
- Inspection Criteria
 - Do you have a written Safety and Health program?
 - Is your department safety policy defined in writing?
 - Is your safety policy communicated to all employees?
 - Is there a person responsible for safety and health activities?
 - Do you have a safety committee that meets on regular basis and reports its activities in writing?
 - Do you have in-house procedures for handling employee safety and health complaints?
 - Do you provide safety and health training to employees?
 - Do you keep lesson outlines and records of that training?
 - Are periodic workplace inspections conducted?
 - Are reports maintained that include recommendations and corrective actions taken?
 - Do you record all occupational injuries or illnesses as they occur?
 - Are 'Exit', 'No Smoking', 'Room Capacity', and other signs posted as required?

- Are operating permits and records up-to-date for elevators, air pressure tanks, and liquefied petroleum gas tanks, etc.?