

# Safety Inspection Checklist

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- 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.?