**Safety Inspection Checklist – General Industry**



 **Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_**

 **Inspected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| Description | Yes | No | Comments | Correction Date |
| --- | --- | --- | --- | --- |
| **Programs and Posters** |  |  |  |  |
| Injury and Illness Prevention Program (IIPP or safety program)? |  |  |  |  |
| Hazard Communication Program (Hazcom)? |  |  |  |  |
| Lock Out Tag Out Program (LOTO)? |  |  |  |  |
| Emergency Action Program (EAP)? |  |  |  |  |
| Exit routes and key response people and phone numbers posted? |  |  |  |  |
| Report of unsafe conditions form available to employees? |  |  |  |  |
| Local clinic with Medical Provider Network (MPN) posted? |  |  |  |  |
| Federal and State All-in-One Poster for the current year? |  |  |  |  |
| Cal/OSHA Log 300A summary for previous year (post from February 1 until April 30)? |  |  |  |  |
| Are Certificates of Insurance current and on file for contractors, service companies, and tenants? |  |  |  |  |
| **General Emergency Preparedness/Response** |  |  |  |  |
| Are first aid kits in place and adequately stocked with bandages (or meds such as aspirin or Tylenol)? |  |  |  |  |
| Has a fire, earthquake, or other emergency response drill been conducted in the past 12 months? |  |  |  |  |
| **Life Safety** |  |  |  |  |
| Are exit corridors, doorways, and stairs unobstructed? |  |  |  |  |
| Is panic hardware in place for exit doors and in working condition? |  |  |  |  |
| Are exits marked and illuminated? |  |  |  |  |
| Is the emergency lighting system in place and working? |  |  |  |  |
| **Electrical** |  |  |  |  |
| Are electrical cords in good condition; and only for temporary use (<90 days)? |  |  |  |  |
| Where work with portable tools/electrical cords are in wet areas, are ground fault circuit interrupters used? |  |  |  |  |
| Do electrical junction, switch, and receptacle boxes have covers that are tightly closed?  |  |  |  |  |
| Are outlets in good condition and with no missing covers? |  |  |  |  |
| Are switches clearly marked with their purpose if not obvious? |  |  |  |  |
| Are circuit breakers labeled with their functions and all covers complete (no blanks) and in place? |  |  |  |  |
| Is there a clear 36” access around all electrical panels? |  |  |  |  |
| **Fire Safety** |  |  |  |  |
| Is there at least an 18” clearance between the fire sprinkler heads, storage, and shelving? |  |  |  |  |
| Portable fire extinguishers provided throughout and clearly marked? |  |  |  |  |
| Portable fire extinguishers recharged at least annually, tagged, signed off monthly? Gauges show them as fully charged? |  |  |  |  |
| Have employees been trained on the use of portable fire extinguishers within the past year? |  |  |  |  |
| **Housekeeping/Maintenance** |  |  |  |  |
| Are walking surfaces free of tripping and slipping hazards? |  |  |  |  |
| Are combustibles maintained in an orderly and neat fashion throughout; excess paper and trash removed daily? |  |  |  |  |
| **Production Area** |  |  |  |  |
| Is machinery secured and guarded? |  |  |  |  |
| Are proper tools and equipment provided? |  |  |  |  |
| Is proper personal protective equipment (PPE) provided and used - gloves, safety glasses, goggles, face shields, slip-resistant footwear, etc.? |  |  |  |  |
| Ladders inspected regularly and employees trained in their use? |  |  |  |  |
| Are forklift operators using seatbelts?  |  |  |  |  |
| Are carts or hand trucks provided for moving heavy equipment? |  |  |  |  |
| Employees get help if they have to lift heavy items? |  |  |  |  |
| Are Safety Data Sheets (SDSs) easily accessible to employees for all chemicals? |  |  |  |  |
| Is staff trained in the proper handling of chemicals? |  |  |  |  |
| Are containers clearly labeled and tightly closed? |  |  |  |  |
| Are flammable liquids stored in a flammable storage cabinet? |  |  |  |  |
| Eyewash station nearby areas where chemicals are dispensed? |  |  |  |  |
| **Storage Areas**  |  |  |  |  |
| Are delivered supplies stored immediately? |  |  |  |  |
| Are objects stored with heaviest on the bottom and lightest on top? |  |  |  |  |
| Are shelves secured to prevent falling? |  |  |  |  |
| Do storage racks appear in good condition? |  |  |  |  |
| Are items stored neatly? |  |  |  |  |
| Are compressed gas cylinders secured?  |  |  |  |  |
| Are oxygen cylinders kept at least 20 feet from fuel gas cylinders? |  |  |  |  |
| Are cylinder valves capped and completely closed when stored? |  |  |  |  |
| Mezzanines - guard rails installed if used for storage? |  |  |  |  |
| Are the maximum safe load limits of floors within buildings and structures posted? |  |  |  |  |

**Are there any facilities or equipment issues in need of repair or attention not noted above?**

**Additional Comments:**