

Routine Workplace Safety Inspection Form

Question	Question	Y	N	N/A
Emergency Equipment				
1	Are emergency evacuation plans posted and legible?			
2	Are emergency eyewash stations accessible, operational, inspected (monthly), and clean?			
3	Are emergency lights functional? (test if able)			
4	Are fire extinguishers inspected, mounted, labeled, and accessible?			
5	Are all safety warning signs clean, well-maintained, and properly displayed?			
Housekeeping & Storage				
6	Are areas kept free from accumulation of materials that constitute hazards from tripping or fire?			
7	Is material piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?			
8	Are industrial sized racks in safe condition, properly secured to the floor and clearly marked with the load capacity?			
Walking Surfaces				
9	Are aisles, exits, and passageways free of obstructions, at least 28" in width and are exits properly marked with a lit or glowing sign?			
10	Are floors free from oil and other substances that could cause a slip hazard?			
11	Are floors in good repair and kept free from trip hazards such as electrical wiring, uneven surfaces, etc.?			
12	Are exterior areas such as sidewalks, parking lots, and other walking surfaces in good condition?			
Electrical Safety				
13	Are unused openings in electrical enclosures properly covered?			
14	Are doors or covers on electrical enclosures properly secured?			
15	Are electrical cords in good condition?			
16	Are extension cords only used as a temporary measure, no longer than 90 days?			
17	Are extension cords protected from accidental damage (e.g. damage by sharp corners, projections, doorways or other pinch points)?			
18	Is sufficient access (36") and working space provided and maintained around all electrical control boxes?			
General				
19	Are containers of hazardous chemicals properly labeled and stored?			
20	Are ladders (portable & fixed), portable stair systems, in good condition and securely stored?			
21	Are machines & equipment guarded to prevent persons from accessing moving parts or electrical conductors?			
22	Are powered and non-powered hand tools in safe working condition and being used properly?			
23	Are employees properly wearing PPE as prescribed in the department's PPE assessment?			
Notes Section				