**General Self Audit Safety Checklist**

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| --- | --- | --- | --- |
| Location: |  | Floor: |  |
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| Audit performed/completed by: |  | Date: |  |
|  |  |  |  |
| * Note: Highlighted areas should be inspected monthly. * All other items, either monthly or designated by safety audit team. | | | |

1. **Walking surfaces**

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| --- | --- | --- | --- | --- |
| **Item** | **Y** | **N** | **N/N** | **Comments** |
| * Aisles are established and kept clear (minimum 36") |  |  |  |  |
| * There are no tripping hazards present |  |  |  |  |
| * Floors are even with no holes or cracks |  |  |  |  |
| * Carpets, rugs, tiles and mats do not present tripping hazards |  |  |  |  |
| * Floors are kept dry and are not slippery |  |  |  |  |
| * Entrance mats are available |  |  |  |  |
| * Outside walkways and stairs are in good repair |  |  |  |  |

1. **Bookcases, Shelves, Cabinets**

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| **Item** | **Y** | **N** | **N/N** | **Comments** |
| * Units are in good condition |  |  |  |  |
| * File drawers are closed when not in use |  |  |  |  |
| * Only one file drawer is opened at a time to prevent tipping |  |  |  |  |

1. **Electrical Hazards**

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| **Item** | **Y** | **N** | **N/N** | **Comments** |
| * Extension cords are not being used as permanent wiring |  |  |  |  |
| * When used, all extension cords are 3-wire type and in good condition with no splices or broken insulation |  |  |  |  |
| * If used, multi-outlet power strips are UL listed and used according to manufacturer’s recommendations |  |  |  |  |
| * Extension cords and power strips are plugged directly into wall outlet |  |  |  |  |
| * Equipment power cords are in good condition with no splices or broken insulation |  |  |  |  |
| * Plugs are in good condition with no exposed wires and the ground is not removed from 3-prong plugs |  |  |  |  |
| * Wall outlet and junction box covers are in place and not damaged |  |  |  |  |
| * The area in front of electric circuit panels is clear (at least 36 inches open area) |  |  |  |  |
| * Circuits are not overloaded |  |  |  |  |
| * Wires or extension cords do not run under carpets or rugs, or through doorways, or other traffic areas |  |  |  |  |
| * Equipment power cords are in good condition with no splices or broken insulation |  |  |  |  |

1. . **Stairways, Ramps, Corridors, Storage Areas**

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| --- | --- | --- | --- | --- |
| **Item** | **Y** | **N** | **N/N** | **Comments** |
| * Adequate lighting is in place including emergency lighting |  |  |  |  |
| * Ramps have non-slip surface |  |  |  |  |
| * Stair treads is in good condition |  |  |  |  |
| * Stairways are kept clear and are not used for storage |  |  |  |  |
| * Handrails are installed and in good condition |  |  |  |  |
| * Corridors are kept clear of equipment and supplies |  |  |  |  |
| * There is no storage within 18 inches of sprinkler heads (24 inches of the ceiling where no sprinkler system exists) |  |  |  |  |
| * Appropriate ladders are provided for high storage areas |  |  |  |  |

1. . **Office Equipment**

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| **Item** | **Y** | **N** | **N/N** | **Comments** |
| * Furniture is in good condition |  |  |  |  |
| * Paper cutters are equipped with a finger guard, the blade spring is functional and the blade lock is in place |  |  |  |  |
| * Step stools are available for use, where needed |  |  |  |  |

1. **Fire Prevention, Emergency Exits, Housekeeping**

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| **Item** | **Y** | **N** | **N/N** | **Comments** |
| * Fire extinguishers are not obstructed |  |  |  |  |
| * Fire extinguishers are in proper working order   + Gauge is reading in the green   + No powder leaking from the nozzle   + Discharge hose is not obstructed * *\*Annual testing to be performed by Building Manager* |  |  |  |  |
| * Emergency exit lights have been tested monthly **(press and hold the test button for 30 seconds)** * *\*Annual testing to be performed by Building Manager* |  |  |  |  |
| * Fire doors are not blocked open |  |  |  |  |
| * Exits are unobstructed and kept unlocked during normal business hours or special events |  |  |  |  |
| * Exits are properly marked and exit signs are illuminated |  |  |  |  |
| * Good housekeeping is practiced and all excess paper and trash is discarded. * *\*Note: All food products are stored in kitchenette/break areas and not in the work areas as required by Building Policy.* |  |  |  |  |
| * Flammable and combustible liquids are stored properly |  |  |  |  |
| * There are no holes through walls or ceilings and all ceiling tiles in place |  |  |  |  |

**Hazard Communication Program**

List any new products below and send the information to Employee Safety & Health Administration.

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| **Product Name** | **Manufacturer** | **Dept./Location Used** | **Floor** |
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**General Information to assist with inspection**

Please refer to the items below as needed while performing the safety survey.

* Clearance is maintained for walkways and includes main egress hallways (36”) and aisles (24”). Floors are in a secure, safe, and unobstructed condition free from slipping and tripping hazards to allow for a quick exit. Materials are not stored in corridors, exits, hallways and stairwells. Electric cords, telephone, and computer cables are secured.
* Adequate lighting is provided and maintained for a safe working environment.
* First aid kits are available and stocked at all times. Employees are informed about the location of the first aid kits.
* Lips/restraints or doors are used on storage shelves. There is no unsafe or high overhead storage.
* Heaviest material is stored in bottom drawers of file cabinets. File and desk drawers open and close easily. Furniture and fixtures are free of sharp edges. Office equipment, tables, chairs, etc. are in good condition. Employees are trained for safe use of office equipment and materials.
* All stepstools and stepladders are in good working condition at all times for safe use, including safety tread is present on all stepstools and stepladders.
* Good housekeeping is maintained, including storage and work areas are free of clutter, clean, and orderly.
* Employees are aware of health and safety requirements.
* Employees acknowledge and understand to report safety and security-related concerns to their supervisor.

**Fire and life safety**

* Exits are clearly marked. All exit doors and egress pathways leading to them are unobstructed with at least 36” clearance.
* All emergency equipment (i.e. pull stations, sprinkler heads) has a clear, unobstructed path, and is easily accessible. Materials are stored at least 2 feet below the ceiling in non-sprinklered areas and at least 18 inches below sprinkler head deflectors in sprinklered areas.
* Fire doors are unobstructed, closed, and no doorstoppers or wedges are being used to keep them open.
* Fire extinguishers are available, visible, and accessible, in good condition, certified annually\*, and inspected monthly\*\*.
  + The extinguisher is not blocked by equipment, coats or other objects that could interfere with access in an emergency.
  + The pressure is at the recommended level. On extinguishers equipped with a gauge, the needle should be in the green zone - not too high and not too low.
  + The nozzle or other parts are not hindered in any way.
  + The pin and tamper seal are intact.
  + There are no dents, leaks, rust, chemical deposits and/or other signs of abuse/wear. Wipe off any corrosive chemicals, oil, gunk etc. that may have deposited on the extinguisher.
  + If the extinguisher is damaged or needs recharging, replace it immediately!

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| IMPORTANT:   * Recharge all extinguishers immediately after use regardless of how much they were used.   *\* Annual certification is the responsibility of the Building Manager \*\* Monthly testing can be conducted by the Safety Team or Building Manager* |

* Emergency lighting monthly Inspection: Test integrity of lights and batteries through test button for 30 seconds. Check for physical damage and if any found, report to building/facilities manager immediately.
* Your emergency lighting equipment is designed to provide illumination during power outages. Exit signs will also illuminate the paths of egress during an outage or fire emergency. This equipment is made up of a rechargeable battery, a means to charge the battery, one or more lamps to provide illumination, and a relay device to energize the lamps automatically when the power fails.
* Emergency exit signs monthly inspection: Visually inspect to insure all exit signs are illuminated and securely mounted. If repairs or bulb replacement are needed, contact building/facilities management as soon as possible.
* Exit Lights point the way to safe exits. If these lights fail to activate, occupants can easily become disoriented and safety becomes threatened. Occupants can be in peril if critical routine maintenance is neglected. When an emergency strikes, it's far too late. Batteries can lose their charge, charging systems and bulbs can fail, so regular maintenance is a must.
* Fire alarm audiovisual devices are easily seen, free of obstruction, and functioning properly.
* The no smoking policy is enforced.
* Employees are trained in emergency evacuation, how to report a fire or other emergency.
* Employees participate in evacuation drills.

**Electrical safety**

* Electrical items including: switches, appliances, outlets, plugs, and cords are in safe working condition (cords are not frayed).
* Multiple electrical cords are tied to circuit breakers/power strips. Only UL approved power strips or cube adapters are used. Electrical cords are grounded (3 pronged type). No plug adapters or extension cords (approved for temporary use only) are used. Electrical cords are not situated under mats or in aisle ways or in any other way so they are a physical hazard. Power strips are plugged directly into approved electrical outlets.
* Electrical and circuit breaker panels have a minimum of 36” unobstructed access (not blocked). Panel doors are kept closed and latched.