

Sample - General Safety Self-Inspection Checklist

Location _____

Date _____

Completed By _____

OK	Action Needed	Date Corrected	General Inspection
___	_____	_____	Is adequate and functioning lighting provided in all work areas?
___	_____	_____	Is the elevator(s) inspection certificate(s) up-to-date?
___	_____	_____	Are the elevator(s) functioning properly?
___	_____	_____	Are work areas free of tripping hazards (cords/wires, free-standing electrical fixtures, etc.)?
___	_____	_____	Is furniture (e.g. desks, chairs, filing cabinets) in good and safe condition?
___	_____	_____	Is overhead storage utilized properly, so as not to create unsafe work environments?
___	_____	_____	Are all boxes, shelving units, furniture, etc., 18 inches or further away from any fire sprinkler heads?
___	_____	_____	Are basic First Aid supplies adequate?
___	_____	_____	Are Material Safety Data Sheets (MSDS) available and accessible to all employees?
___	_____	_____	Is an adequate number of portable fire extinguishers provided so that they are readily accessible in the case of an emergency?
___	_____	_____	Are portable fire extinguishers mounted, located and easily identifiable?
___	_____	_____	12. Are portable fire extinguishers visually inspected each month? (<i>There is an inspection card on all fire extinguishers that needs to be dated and signed monthly.</i>)
___	_____	_____	Are annual maintenance checks of portable fire extinguishers completed and do inspection tags on each extinguisher reflect the date completed?
___	_____	_____	Are all fire alarms functioning properly and tested annually? Date of most recent test: _____
___	_____	_____	Are planned and unplanned fire drills conducted at regular intervals? Date of most recent drill: _____
___	_____	_____	Are electrical outlets adequate (no overloads or unapproved extension cords in use)?

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- _____ Are electrical and extension cords used to connect equipment undamaged?
- _____ Are all employee lounge areas free of any visual evidence of a fire hazard or violation?)
- _____ Are electrical panels labeled properly and free of defects?
- _____ Are areas surrounding the electrical panel(s) free of flammable, hazardous, combustible material?
- _____ If no, is there a minimum clearance of 36" surrounding the electrical panel(s), as required by the Fire Code?
- _____ Are electrical closets free of storage?
- _____ Are carpeted floors clean and are there no areas where there are loose carpet, rips or bumps?
- _____ Are all carpeted areas free of safety concerns, such as tripping hazards?
- _____ Are uncarpeted floors clean, slip-resistant, in good repair with treads in place?
- _____ Are warning signs and/or mats provided when floors are wet?
- _____ Are restroom facilities clean and sanitary?
- _____ Are restroom facilities adequately stocked with the necessary supplies?
- _____ Are staff lounge and eating areas clean and sanitary?
- _____ Are drinking fountains clean and in good working order?
- _____ Are work areas free of rodents, insects and vermin?
- _____ Are ceiling fan blades safe and clean?
- _____ Are the waste receptacles emptied regularly?
- _____ Are the adequate type (tight-fitting covers where needed) and number of waste receptacles provided?
- _____ Are storage areas clean and clear of debris or clutter?
- _____ Are walls and woodwork clean?
- _____ Are there cleaning schedules for issues employees are responsible for, such as cleaning refrigerators, microwaves, stoves, toasters, dishes, etc.?
- _____ Are devices or alarms, which were installed to restrict the improper use of an exit, installed and functioning so that they cannot impede emergency use of such exit?
- _____ Are all emergency exit doors clearly marked and functioning properly?
- _____ Are emergency and exit lights in working order?
- _____ Are doors arranged to be readily opened from the egress side whenever the building is occupied?
- _____ Are all exits marked by a readily visible sign with letters at least six inches high and three-fourth inches wide?
- _____ Where exits are not readily visible, are the accesses to the exits marked by readily visible signs?

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- ___ ___ ___ Are means of egress (i.e. hallways and stairways) continually maintained free of all obstructions or impediments?
- ___ ___ ___ Are halls, stairwells, and exits clear of boxes, furnishings, clutter, etc?
- ___ ___ ___ Are stairways well lighted, handrails in good condition and stair treads in place?
- ___ ___ ___ Are closed stairways provided with a railing on at least one side?
- ___ ___ ___ Are doors and locks in good working order?
- ___ ___ ___ Are ceiling tiles intact, undamaged and in place?
- ___ ___ ___ Are there no signs of weather damage or mold growth in the facility?
- ___ ___ ___ Are all windows unbroken and free from any type damage?
- ___ ___ ___ Do air conditioning vents and ducts appear to be clean upon visual inspection?
- ___ ___ ___ Are outside lights in good working order?
- ___ ___ ___ Does the exterior of the building present no safety concern?
- ___ ___ ___ Is the parking lot area free of any safety concern (i.e. overgrown landscaping, uneven pavement, traffic hazards)?