

## GENERAL SAFETY INSPECTION CHECKLIST - DC

INSPECTION CRITERIA	YES	NO	N/A
<b>FORKLIFTS &amp; SAFETY EQUIPMENT</b>			
Daily inspections are completed, documented and reflect actual forklift conditions.			
All safety equipment is operating properly including backup warning device and horn.			
Lift trucks are operated by qualified individuals and they operate in a safe manner.			
Seat belts are installed and are properly worn.			
Lift operators chock trailer wheels prior to entry into the trailer with a forklift			
Chocks are available for use at each location where chocking tires is required.			
Order picker type lifts are equipped with a fall protection devise that is in good condition.			
Order pickers are wearing full-body harness and hooking to fall protector when elevated.			
<b>HOUSEKEEPING</b>			
Floors are in good repair and clear of debris, holes, cracks and other trip hazards.			
Aisles and exit routes are free from obstructions.			
Floors are free from water, oil, and other slipping hazards.			
There are adequate numbers of brooms, dust pans, trash cans, absorbents, and other cleaning supplies.			
Cords and hoses are kept off the floor to prevent tripping.			
<b>ELECTRICAL SAFETY</b>			
Extension cords are used only for temporary use.			
Extension cords in use are in good condition. (No electrical tape fixes)			
Extension cords in use are not exposed to excessive wear no moving objects making contact.			
Electrical equipment is de-energized before work is performed on it.			
Covers are present and closed on all electrical panels, boxes and outlets.			
Knock out plugs cover all holes in electrical panels and boxes.			
Wires are free from splits, cracks, separation or wear presenting a hazard.			
Wiring connections are intact, eliminating bare wires or loose connections, and proper hardware is present.			
Areas in front of electrical panels and disconnects is clear for a distance of at least 3 feet.			
Electrical panel switches are identified as to what the switch operates.			
<b>FIRE SAFETY</b>			
Extinguishers are in their proper locations and the location is properly marked "extinguisher".			
The area in front of extinguishers is clear.			
Extinguishers are fully charged, pull pins and tamper seals are in place on all extinguishers.			
Fire-Main Valve and PIV valves to fire sprinkler system are in the OPEN position and locked in position with brake-away locks.			
<b>EXITS</b>			
Exits are marked "EXIT".			
Exits are kept free of obstructions and are unlocked.			
Directions to exits, when not immediately apparent, are marked			
Electrical "EXIT" signs are operational.			
Doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT", "STOREROOM" and the like.			
<b>FLOOR &amp; WALL OPENINGS</b>			
Holes in the floor, or other working surfaces, are repaired properly, covered or otherwise made safe.			
Guardrails or equivalent are on all sides of elevated areas (except at entrance to stairway or ladder).			
Toe boards are installed around edges of elevated platforms or stairways where people may pass below.			
Unused portions of service pits and pits not actually in use either covered or protected by guardrails or equivalent.			

**GENERAL SAFETY INSPECTION CHECKLIST (CONTINUED)**

INSPECTION CRITERIA	YES	NO	N/A
<b>EYE WASH STATIONS</b>			
The path to all eye wash stations is clear and unobstructed.			
Eye wash unit monthly testing has been conducted and documented.			
Eye wash station solution is full (un-piped systems)			
<b>STAIRS &amp; STAIRWAYS</b>			
Handrails are on all stairways with four or more steps.			
Single steps are clearly identified.			
Steps (risers) are uniform in height from top to bottom.			
Adequate warning and barriers are provided when stairs lead to areas where workers step into traffic.			
<b>ELEVATED SURFACES</b>			
Load capacity is posted.			
Surfaces elevated more than 30 inches above floor or ground are provided with guardrails.			
Elevated surfaces (beneath which people or machinery could be exposed to falling objects) are provided with standard 4-inch toe boards.			
<b>PORTABLE NON- ROLLING LADDERS</b>			
Ladders are maintained in good condition.			
All hardware and fittings are securely attached.			
Moveable parts operate freely without binding or undue play.			
Steps, rungs, cleats, and side rails are present, intact and undamaged.			
Non-slip safety feet are provided on each ladder.			
Ladder rungs and steps are free of grease and oil.			
Ladder rungs are spaced uniformly.			
Metal ladders are legibly marked with signs reading "CAUTION—Do Not Use Around Electrical Equipment", or equivalent wording.			
Ladders are not used in front of doors opening toward the ladder except when the door is blocked open, locked, or guarded.			
Ladders are not placed on top of boxes, barrels, or other unstable bases to obtain additional height.			
When ascending, descending, and working from ladders, employees face the ladder at all times.			
The top "step" of ordinary step ladders is not used as a step.			
When ladders are not in use, they are properly stored and secured with chains, straps or other acceptable means to prevent them from falling.			
<b>CHEMICAL HAZARDS &amp; HAZARD COMMUNICATION</b>			
Chemical containers are properly labeled with name of contents and hazard warning.			
Chemical containers are properly stored.			
Flammable chemicals are stored in cabinet designed for flammable liquids.			
Material Safety Data Sheets (MSDS) exist for all hazardous chemical and available to workers.			
A master log exists identifying all chemicals used at the facility.			
<b>COMPRESSED GAS CYLINDERS</b>			
Cylinders are marked with contents and hazard warning.			
Cylinders are stored away from excessive heat or cold.			
Cylinders are secured with restraint device to prevent tipping, falling, or rolling.			
Cylinder valve caps are secured on cylinders not in use.			
Valves are closed at the end of the job.			
Cylinders marked "Flammable" are stored at least 25 feet away from non-flammable cylinders.			

COMMENTS: \_\_\_\_\_

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NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_