

Comprehensive Inspection Checklist

ITEM	OK?	CORRECTIVE ACTIONS
1. Walking & Working Surfaces		
• Are walking/working surfaces clean and dry?	_____	_____
• Are walking/working surfaces free from trip hazards?	_____	_____
• Are aisles and walkways marked?	_____	_____
• Are aisles and walkways kept clear?	_____	_____
• Are aisles and walkways properly illuminated?	_____	_____
• Are materials/equipment stored in such a way that sharp objects will not interfere with the walkway?	_____	_____
• Are standard rails on all stairways having four or more risers?	_____	_____
• Are standard rails on all catwalks and platforms?	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes: _____

Comprehensive Inspection Checklist—continued

ITEM	OK?	CORRECTIVE ACTIONS
2. Compressed Air & Gas		
• Is compressed air used for cleaning reduced to less than 30 psi?	_____	_____
• Are compressed gas cylinders examined regularly for obvious signs of defects, deep rusting and leakage?	_____	_____
• Is care used in handling and storing cylinders and valves to prevent damage?	_____	_____
• Are all air receivers periodically examined, including safety valves?	_____	_____
• Are compressed gases stored away from heat sources?	_____	_____
• Are cylinders stored upright and chained to prevent falling over?	_____	_____
• Are unused cylinders stored with valve caps on?	_____	_____
• Are cylinder contents legibly marked?	_____	_____
• Are cylinders segregated appropriately by contents?	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes: _____

Comprehensive Inspection Checklist—continued

ITEM	OK?	CORRECTIVE ACTIONS
3. Mechanical Safeguards		
• Are portable power tools properly guarded?	_____	_____
• Are machines with abrasive wheels properly guarded?	_____	_____
• Are portable powered tools in safe working condition?	_____	_____
• Are grinding wheels in good condition?	_____	_____
• Are machine mounted face shields in place?	_____	_____
• Are tongue guards in place?	_____	_____
• Are tongue guards adjusted properly?	_____	_____
• Are mechanical power transmission belts and pinch points guarded?	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes: _____

Comprehensive Inspection Checklist—continued

ITEM	OK?	CORRECTIVE ACTIONS
4. General Environment		
• Are engineering controls for noise abatement applied where feasible?	_____	_____
• Are engineering controls for noise working?	_____	_____
• Are administrative controls for noise implemented? Adhered to?	_____	_____
• Is the illumination level provided sufficient for work being performed?	_____	_____
• Is task lighting provided for close-vision jobs?	_____	_____
• Is there adequate ventilation for the process?	_____	_____
• Are hoods properly connected to exhaust system?	_____	_____
• Do hoods draw air away from workers?	_____	_____
• Are all fans properly guarded?	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes: _____

Comprehensive Inspection Checklist—continued

ITEM	OK?	CORRECTIVE ACTIONS
5. Material Handling Operations		
• Are forklifts in good working condition?	_____	_____
• Is a special area for refueling/recharging of batteries provided?	_____	_____
• Are lifting slings stored properly?	_____	_____
• Are lifting chains stored properly?	_____	_____
• Are lifting slings/chains properly labeled?	_____	_____
• Is there a frequent and periodic inspection schedule for cranes, hoists, ropes, slings, hooks, etc.?	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes: _____

Comprehensive Inspection Checklist—continued

ITEM	OK?	CORRECTIVE ACTIONS
6. Housekeeping & Sanitation		
• Is the general work area clean (free of trash/debris)?	_____	_____
• Are work areas free from box/paper accumulation?	_____	_____
• No standing water?	_____	_____
• Restrooms clean and orderly?	_____	_____
• Are waste receptacles provided? Emptied periodically?	_____	_____
• Are <i>No Smoking</i> rules being followed?	_____	_____
• Are food/drink rules being followed?	_____	_____
• Are refrigerators/microwaves clean and sanitary?	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes: _____

Comprehensive Inspection Checklist—continued

ITEM	OK?	CORRECTIVE ACTIONS
7. Material Storage and Stacking		
• Are storage areas free from box/paper accumulation?	_____	_____
• Are storage rooms and cages neat and orderly?	_____	_____
• Are storage shelves sturdy enough for items stored?	_____	_____
• Are heavy items being stored on lower shelves?	_____	_____
• Are tops of cabinets free from storage?	_____	_____
• Load limits posted on heavily loaded floors? Mezzanines?	_____	_____
• Are any stacks of material leaning?	_____	_____
• Is there 18" or more clearance below sprinkler heads?	_____	_____
• Are damaged container and pallets removed from use?	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes: _____

Comprehensive Inspection Checklist—continued

ITEM	OK?	CORRECTIVE ACTIONS
8. Personal Protective Equipment		
• Is PPE available where needed?	_____	_____
• Are all areas where PPE must be worn so marked?	_____	_____
• Is the PPE being properly stored?	_____	_____
• Is PPE being used as required?	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes: _____

Comprehensive Inspection Checklist—continued

ITEM	OK?	CORRECTIVE ACTIONS
9. Fire & Emergency Equipment		
• Are fire doors unobstructed?	_____	_____
• Are fire doors labeled as such?	_____	_____
• Are fire doors closed at all times?	_____	_____
• Are fire extinguisher locations identified?	_____	_____
• Are fire extinguishers readily accessible?	_____	_____
• Are fire extinguishers fully charged?	_____	_____
• Are emergency lights functioning?	_____	_____
• Are all wood structures treated with fire retardant paint?	_____	_____
• Are emergency showers and eyewashes unobstructed?	_____	_____
• Are emergency showers and eyewashes cleaned/maintained?	_____	_____
• Are manual pull stations unobstructed?	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes: _____

Comprehensive Inspection Checklist—continued

ITEM	OK?	CORRECTIVE ACTIONS
10. Fall Hazard Control		
• Are portable ladders free of hazards?	_____	_____
• Do all portable ladders have proper non-skid feet?	_____	_____
• Are fixed ladder rungs/steps at least 16 inches in length?	_____	_____
• Are fixed ladders free of hazards?	_____	_____
• Are fixed ladders protected from deterioration?	_____	_____
• Does scaffolding have rails (42" rail)?	_____	_____
• Does scaffolding have 4" toe boards?	_____	_____
• Are scaffolds level and plumb?	_____	_____
• Are platforms elevated four feet or more guarded (42" rails)?	_____	_____
• Are open-sided runways elevated four feet or more guarded (42" rails)?	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes: _____

Comprehensive Inspection Checklist—continued

ITEM	OK?	CORRECTIVE ACTIONS
11. Means of Egress		
• Is there an emergency plan available and current?	_____	_____
• Are location-specific plans and procedures available?	_____	_____
• Are emergency procedures available and posted?	_____	_____
• Is there an emergency person assigned to the area?	_____	_____
• Has the area been trained in emergency procedures?	_____	_____
• Are periodic evacuation drills conducted?	_____	_____
• Have shelter areas been designated for the area?	_____	_____
• Have shelter areas been inspected and maintained as required?	_____	_____
• Are shelter areas posted as such?	_____	_____
• Do telephones have emergency number stickers on them?	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes: _____

Comprehensive Inspection Checklist—continued

ITEM	OK?	CORRECTIVE ACTIONS
12. Electrical Safeguarding		
• Are all electrical cords free of hazards?	_____	_____
• Is area free of flexible electrical cords being used as fixed wiring?	_____	_____
• Is area free of flexible electrical cords running through walls/doors?	_____	_____
• Are junction box covers in place?	_____	_____
• Are switch/breaker panels properly marked inside?	_____	_____
• Is area in front of electrical panels kept clear (36")?	_____	_____
• Are electrical panels labeled as required (outside)?	_____	_____
• Is lockout/tagout equipment available?	_____	_____
• Are proper lockout/tagout techniques being practiced?	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes: _____

Comprehensive Inspection Checklist—continued

ITEM	OK?	CORRECTIVE ACTIONS
13. Hazardous Materials		
• Are warning signs prominently displayed where needed?	_____	_____
• Are Right-To-Know stations accessible?	_____	_____
• Are Right-To-Know stations current?	_____	_____
• Are flammables stored in flammable storage cabinets?	_____	_____
• Are all chemical containers labeled properly?	_____	_____
• Are all wastes stored properly?	_____	_____
• Are waste accumulation dates displayed?	_____	_____
• Are all dated wastes within the retention period?	_____	_____
• Are waste labels filled out as required?	_____	_____
• Are wastes stored in proper containers?	_____	_____
• Are secondary containment units of proper size and capacity?	_____	_____
• Are secondary containment units in good condition?	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes: _____

Comprehensive Inspection Checklist—continued

ITEM	OK?	CORRECTIVE ACTIONS
14. Cranes & Hoisting Equipment		
• Are cranes in good working condition?	_____	_____
• Is the load rating plainly marked on both sides?	_____	_____
• Is there a frequent and periodic inspection schedule for cranes, hoists, ropes, slings, hooks, etc.?	_____	_____
• Limit stops operational and effective?	_____	_____
• Operators properly trained in the use of equipment?	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes: _____

Comprehensive Inspection Checklist—continued

ITEM	OK?	CORRECTIVE ACTIONS
15. Hand & Portable Power Tools		
• Is all equipment electrically grounded?	_____	_____
• Are all cords in good condition?	_____	_____
• Are all guards and fixtures safe and operable?	_____	_____
• Does all equipment have constant pressure switches?	_____	_____
• Are all employees properly trained on equipment?	_____	_____
• Is there a procedure in place for periodically inspecting tools for damage?	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes: _____

Comprehensive Inspection Checklist—continued

ITEM	OK?	CORRECTIVE ACTIONS
16. Industrial Vehicles		
• Are all operators trained and licensed?	_____	_____
• Is there a pre-use checklist completed for each piece of equipment in operation?	_____	_____
• Is the load capacity marked?	_____	_____
• Are speeds posted throughout the site?	_____	_____
• Are keys removed when equipment is not in operation?	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes: _____

Comprehensive Inspection Checklist—continued

ITEM	OK?	CORRECTIVE ACTIONS
17. Safe Working Practices		
• Any long hair or loose clothing that could get caught in equipment?	_____	_____
• Are employees performing reaches that are within normal arm reach?	_____	_____
• Do employees have adequate clearance for handling their tasks?	_____	_____
• Is workplace layout conducive to reasonable work motions?	_____	_____
• Are employees able to avoid working with an awkward posture?	_____	_____
• Is there adjustability built into the workplace?	_____	_____
• Can employees easily hear auditory signals?	_____	_____
• Can employees avoid having to make distinctions between fine color differences?	_____	_____
• Can employees avoid having to distinguish parts by touch?	_____	_____
• Are employees able to set their own work pace versus having a machine set the pace?	_____	_____
• Does the work avoid high repetition, monotony, or unvarying activity?	_____	_____
• Do displays and controls follow population stereotypes?	_____	_____

Comprehensive Inspection Checklist—continued

ITEM	OK?	CORRECTIVE ACTIONS
17. Safe Working Practices— continued		
• Is the labeling on the display panels clear?	_____	_____
• Are displays adequately lit?	_____	_____
• Are controls easily distinguished?	_____	_____
• Are controls laid out consistently from one workstation to another?	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____
• Other: _____	_____	_____

Notes: _____
