

SAFETY INSPECTION REPORT

The items listed on this report are provided only as examples. They are by no means complete. Each workplace should have its own list of inspection items which are relevant and specific to that workplace.

Date: _____

Name of Inspector: _____

Signature of Inspector: _____

Area(s) Inspected: _____

Evaluations:

S = Satisfactory

U = Unsatisfactory

NA = Not Applicable to the area inspected

If an unsatisfactory rating is provided for a particular item, the *District Safety Action Report* must be completed for the item in question.

	RATING	COMMENTS
1. GENERAL WORK ENVIRONMENT		
1.1 Adequate and proper space for tools and materials		
1.2 All flammable liquids stored in approved containers		
1.3 All waste materials deposited in containers		
1.4 Waste material containers emptied on a regular basis		
1.5 Vacuum cleaners, floor polishers, and other equipment in good working condition		
1.6 Broken glass properly handled and disposed of		
1.7 Electric tools properly grounded		
1.8 Ladders and stools equipped with safety treads		
1.9 All spillages immediately wiped up		
1.10 Employees regularly warned of hazards		
1.11 Proper tools used on each job		

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	RATING	COMMENTS
1.12 All worksites clean and orderly		
1.13 Storage and equipment rooms neat and orderly		
1.14 All flammable wastes disposed of promptly		
1.15 Lighting and ventilation adequate		
1.16 All work areas adequately illuminated		
1.17 Floor openings covered or otherwise guarded		
1.18 Noise levels in all facilities are kept within acceptable levels		
2. FIRE INSPECTION		
2.1 Fire prevention equipment in working order, including fire extinguishers and automatic sprinklers		
2.2 Fire extinguishers, sprinklers, fire exits, etc., unblocked		
2.3 Fire extinguishers recharged regularly and noted on inspection tag		
2.4 "NO SMOKING" procedures followed		
2.5 Smoking prohibited near flammable materials		
3. EMERGENCY RESPONSE		
3.1 Exit signs posted		
3.2 First Aid supplies stocked		

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	RATING	COMMENTS
4. <i>PROTECTIVE EQUIPMENT AND CLOTHING</i>		
4.1 Safety clothing and equipment provided		
4.2 Safety clothing worn when required		
4.3 Safety equipment maintained in a sanitary condition		
5. <i>MACHINE OPERATORS</i>		
5.1 Machines used only by authorized, trained employees		
5.2 Machinery turned off when not in use		
5.3 Correct speed and feed used when operating equipment		
5.4 Safety guards in place on all equipment		
5.5 Machinery and equipment clean and properly maintained		
6. <i>HAND TOOLS AND EQUIPMENT</i>		
6.1 Tools and equipment in good working condition		
6.2 Tool cutting edges are kept sharp		
6.3 Hand protection utilized when using cutting tools		
6.4 Tools stored in a dry, secure location		
6.5 Eye and face protection used when driving hardened or tempered nails		
6.6 Hand trucks maintained in safe operating condition		

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	RATING	COMMENTS
7. ADDITIONAL ITEMS COVERED		
7.1 Fuel islands		
7.2 Outside oil storage area		
7.3 Main electrical panels		
7.4 Station generator and switching area		
7.5 Gas appliances		