
SAMPLE INSPECTION CHECKLIST

This is a basic all-purpose checklist. Each “no” answer may indicate a problem. Your union or “COSH” group may have more detailed checklists for specific work areas.

Location: _____ Date: _____

Inspection Team (Names): _____

—SAFETY HAZARDS—

Floors and Walkways

- YES NO Are work areas kept clean and orderly?
- YES NO Are walkways and stairways wide enough and kept clear?
- YES NO Do stairways have handrails?
- YES NO Are buckets and mops available to clean up spills so no one will slip?
- YES NO Are non-slip mats, grates, or slip-free coatings used in wet areas to prevent falls?
- YES NO Are floor openings covered, or do they have toe boards and railings?
- YES NO Are furniture and equipment secured against earthquakes?
- YES NO Is there adequate space between machines and equipment?

Ladders and Fall Protection

- YES NO Are ladders in good condition and do they have safety feet?
- YES NO Are non-metal ladders used when there is a possibility of electric shock?
- YES NO Have workers been trained in ladder safety?
- YES NO If work is done at heights, are fall protection systems used (such as a lifeline and harness)?

Fire Safety

- YES NO Are there at least two fire exits for each work area, clearly marked and unlocked?
- YES NO Are pathways to the exits clear?

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- YES NO Have workers been told what to do in case of a fire or other emergency, and are there regular fire drills.?
- YES NO Are there fire extinguishers of the correct type, close to each workstation, with locations clearly marked?
- YES NO Do fire extinguishers have up-to-date inspection tags?
- YES NO Do workers know how to use fire extinguishers?
- YES NO Are the fire alarm system and sprinkler system regularly tested?

Electrical Hazards

- YES NO Have workers been told how to recognize when a machine has been locked out (electrical power turned off)?
- YES NO Are electrical cords in good condition (no fraying or other defects)?
- YES NO Are there enough outlets so extension cords don't have to be used?
- YES NO Are cords kept out of areas where someone could trip over them, or where they could be damaged?
- YES NO Are power tools in good condition?
- YES NO Are all tools and equipment properly grounded?
- YES NO In 3-prong plugs, is the ground prong properly used?
- YES NO Are fuses and circuit breakers the right type and size for the load?
- YES NO Do portable electric lights have guards to prevent burns and shocks?
- YES NO Have workers had training in electrical safety?

Lighting

- YES NO Is there adequate lighting throughout the workplace?
- YES NO Are the areas around all machines well lighted?
- YES NO Are outdoor pathways and parking lots adequately lighted at night?

Machine Guarding and Mechanical Safety

- YES NO Are machines securely attached to the floor?

YES NO Do machines have guards on them to protect workers from being injured, and have workers been told to report missing machine guards?

YES NO Do workers know how to turn off machines in an emergency?

YES NO Have workers been trained in how to work safely around machines?

Other Safety Issues

YES NO Are hot surfaces guarded to prevent accidental contact?

YES NO Are sharp objects properly stored so they don't present a hazard?

—HEALTH HAZARDS—

Chemicals

YES NO Are chemicals (including pesticides) properly labeled and stored?

YES NO Are flammable liquids inside the building stored in metal cabinets?

YES NO Are Material Safety Data Sheets on chemicals available to workers?

YES NO Has an inventory been done of toxic substances used in the workplace?

YES NO Have workers who use chemicals been trained in how to use them safely?

Personal Protective Equipment (PPE)

YES NO Are workers who use chemicals provided personal protective equipment as needed? (PPE may include coveralls, gloves, eye protection, respirators, etc.)

YES NO Have workers been trained in proper use of PPE?

YES NO Is PPE cleaned, well maintained, and properly stored?

YES NO Are multiple sizes of PPE available to fit different workers?

YES NO If respirators are used, have workers been fit-tested and is there a Respiratory Protection Program?

Ventilation

YES NO Is there adequate ventilation to keep levels of dust, vapors, gases, and fumes as low as possible?

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- YES NO Are local exhaust ventilation systems (such as fume hoods) provided at workstations where toxic chemicals are used?
- YES NO Is ventilation equipment well maintained?
- YES NO Are the temperature, humidity, and air movement in all areas kept as comfortable as possible?

Sanitation and Housekeeping

- YES NO Are adequate toilet facilities provided and well maintained?
- YES NO Do workers have access to these facilities when needed?
- YES NO Are there sinks with hot and cold water, and disposable hand towels?
- YES NO Are insects and rodents adequately controlled?
- YES NO Is smoking prohibited?
- YES NO Are there clean eating areas separate from work and chemical storage areas?
- YES NO Are there enough waste containers and are they well-maintained, leak-proof, and emptied regularly?

Ergonomic Hazards

- YES NO Can workers get help (from co-workers or mechanical devices) when doing heavy lifting?
- YES NO Have workers been trained in proper lifting methods?
- YES NO Are job tasks that require repetitive movements varied or rotated?
- YES NO Are workers given adequate breaks?
- YES NO Is overtime kept to a minimum?
- YES NO Are workstations set up to avoid awkward postures and to fit the individual needs of workers?
- YES NO Are workers able to avoid standing or sitting for long periods of time?

Noise

- YES NO Do workers feel noise levels are OK?

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- YES NO Is there a program for noise reduction (such as purchase of quieter equipment, enclosure of noisy operations, etc.)?
- YES NO Are earplugs or other hearing protection devices available, and do workers know when and where hearing protection is necessary?

—GENERAL WORKPLACE ISSUES—

- YES NO Is there adequate staffing?
- YES NO Is there a security system, or security personnel, to protect against intruders who might commit a robbery or assault in the workplace?
- YES NO Have workers been trained in workplace violence prevention?
- YES NO Does the workplace have a written health and safety program?
- YES NO Is there someone in the workplace trained in first aid and CPR?
Who? _____
- YES NO Is there a written Emergency Action Plan and have all workers been trained in what to do during an emergency?
- YES NO Is the OSHA Log 300 form of injuries and illnesses kept up to date? Is it available to all workers and is a summary posted from February 1–April 30 each year?