

SAMPLE SAFETY INSPECTION CHECKLIST

AGENCY NAME		AREA(S) INSPECTED		
INSPECTED BY		DATE		
ITEM		YES	NO	CORRECTIVE ACTION – DATE
1.	Is the floor clear of litter or spilled liquids?	<input type="checkbox"/>	<input type="checkbox"/>	
2.	Are the floor surfaces clear of worn spots or holes?	<input type="checkbox"/>	<input type="checkbox"/>	
3.	Are warning signs posted near cleaning areas, repair work or redecorating efforts?	<input type="checkbox"/>	<input type="checkbox"/>	
4.	Are aisles free of boxes, wastebaskets, chairs, and other obstacles that impede traffic?	<input type="checkbox"/>	<input type="checkbox"/>	
5.	Are restrooms kept clean and floors dry?	<input type="checkbox"/>	<input type="checkbox"/>	
6.	Are electrical cords in good condition, i.e. not frayed or deteriorated?	<input type="checkbox"/>	<input type="checkbox"/>	
7.	Are desk or file drawers closed if unattended?	<input type="checkbox"/>	<input type="checkbox"/>	
8.	Are files evenly distributed with emptier drawers on the top and fuller drawers on the bottom?	<input type="checkbox"/>	<input type="checkbox"/>	
9.	Is only one file drawer open at a time?	<input type="checkbox"/>	<input type="checkbox"/>	
10.	Is machinery turned off when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	
11.	Are paper cutters kept in a safe location with the blade secured in the down or closed position?	<input type="checkbox"/>	<input type="checkbox"/>	
12.	Are fire exits clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	
13.	Are fire extinguisher inspection tags current?	<input type="checkbox"/>	<input type="checkbox"/>	
14.	Are fire extinguisher locations marked in such a way that they are visible from a distance?	<input type="checkbox"/>	<input type="checkbox"/>	
15.	Do all employees know the locations of the exits, alarms, and extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	
16.	Are flammable liquids/fluids stored in approved containers?	<input type="checkbox"/>	<input type="checkbox"/>	
17.	Are emergency numbers for medical, fire, law enforcement/security and ambulance posted?	<input type="checkbox"/>	<input type="checkbox"/>	
18.	Are fire drills conducted annually?	<input type="checkbox"/>	<input type="checkbox"/>	
19.	Are doors to enclosed stairwells kept closed at all times?	<input type="checkbox"/>	<input type="checkbox"/>	
20.	Are first-aid supplies available?	<input type="checkbox"/>	<input type="checkbox"/>	
21.	Are Hazard Control Logs posted throughout the workplace?	<input type="checkbox"/>	<input type="checkbox"/>	
22.	Is the Worker's Compensation Notice of Compliance posted?	<input type="checkbox"/>	<input type="checkbox"/>	