**Safety Audit/Inspection Checklist**

Check in the boxes to the right those items you want to include in your audit checklist. It is strongly recommended that you include opportunities for listing observed unsafe practices, with comments, with each category grouping you establish in your own list.

Many of the following items will be appropriate for nearly any operation, though some of them will not be applicable across the board. By the same token, the nature of your own operation may dictate that you include some specific items in your own checklist that have not been suggested here. The point is to provide your auditors/inspectors with an aid to observation that is specifically tailored to the work your organization does and the safety record it has amassed.

 **GENERAL CONDITIONS**

|  |  |  |
| --- | --- | --- |
| FLOORS | Y | N |
| No slip, trip, or fall hazards |  |  |
| Apertures or openings enclosed or covered |  |  |
| Clean, orderly, and free of oil or grease hazards |  |  |
| No standing water on floors |  |  |
| Grates over floor drains |  |  |
| Nonslip surfaces wherever possible |  |  |
| Any unsafe practices observed? |  |  |
| Comment: |  |  |
| AISLES |  |  |
| Clearly marked |  |  |
| Unobstructed |  |  |
| Corners unobstructed to offer clear view |  |  |
| Sufficiently wide for material handling |  |  |
| Any unsafe practices observed? |  |  |
| Comment: |  |  |
| STAIRS |  |  |
| Uniform height and tread depth |  |  |
| Grating-type tread on exterior stairs |  |  |
| Platform levels to break long flights of stairs |  |  |
| At least 22 inches wide |  |  |
| Sturdy railings on all open sides |  |  |
| No storage of material on stairs |  |  |
| Proper lighting on stair areas |  |  |



|  |  |  |
| --- | --- | --- |
| No worn or damaged stair treads |  |  |
| Any unsafe practices observed? |  |  |
| Comment: |  |  |
| LADDERS |  |  |
| Safety feet in good operable condition |  |  |
| Clean rungs, unpainted |  |  |
| No splinters on wood ladders |  |  |
| No metal or aluminum ladders in electrical areas |  |  |
| Only one person on a ladder at a time |  |  |
| Tied at top and properly positioned |  |  |
| If used above roof, 3-foot extension above roof level |  |  |
| Danger tags available for defective ladders |  |  |
| Any unsafe practices observed? |  |  |
| Comment: |  |  |
| SCAFFOLDS or PLATFORMS |  |  |
|  |  |  |
| Nonskid flooring |  |
| Level and plumb |  |  |
| Safe access to platforms |  |  |
| 4-inch toeboard around all four sides of platform |  |  |
| Working platforms at least 2 feet wide |  |  |
| All access gates self-closing and locking |  |  |
| No accumulation of tools and materials |  |  |
| Any unsafe practices observed? |  |  |
| Comment: |  |  |
| LIGHTING |  |  |
| Illumination level sufficient for work performed |  |  |
| Emergency lighting adequate and operating |  |  |
| Task lighting on close-vision jobs |  |  |
| Emergency lighting of all exit routes |  |  |
| Any unsafe practices observed? |  |  |
| Comment: |  |  |
| EXITS and EMERGENCY PREPAREDNESS |  |  |
| Adequate number of exits for emergency escape |  |  |
| No locked or barred exits restricting escape |  |  |
| Emergency exits adequately illuminated |  |  |

|  |  |
| --- | --- |
| Exterior exit surfaces clear for prompt exit |  |
| Flammable materials removed from exit areas |  |  |
| Exterior exit doors open outward to flat surface |  |  |
| Written and posted emergency evacuation plan with exit map for all areas |  |  |
| Any unsafe practices observed? |  |  |
| Comment: |  |  |
| VENTILATION |  |  |
| Adequate ventilation for the process |  |  |
| Hoods properly connected to exhaust system |  |  |
| Hoods draw air away from people |  |  |
| Clean-out ports for ducts provided |  |  |
| Maintenance clean-out schedule observed |  |  |
| Fans properly guarded |  |  |
| Any unsafe practices observed? |  |  |
| Comment: |  |  |
| NOISE CONTROL |  |  |
| Engineering controls applied where feasible |  |  |
| Engineering controls in operation |  |  |
| Administrative controls applied where feasible |  |  |
| Administrative controls and regulations observed |  |  |
| Hearing protection provided where sound levels exceed standard |  |  |
| Employees have a choice of approved hearing protectors |  |  |
| Employees wearing approved hearing protection |  |  |
| Employees wearing approved hearing protection properly inserted in the |  |  |
| ear canal |  |  |
| Any unsafe practices observed? |  |  |
| Comment: |  |  |
| HAND and PORTABLE TOOLS AND EQUIPMENT |  |  |
| Electrically grounded |  |  |
| Good condition of connecting cords, tools, and air hoses |  |  |
| Guards and safety fixtures safe and operable |  |  |
| Correct load rating for work performed |  |  |
| Constant pressure switches on power tools |  |  |
| Tradespeople, mechanics, and helpers properly trained in operation of |  |  |
| equipment |  |  |