

SELF-INSPECTION MEMBER SAFETY CHECKLISTS

BASIC FACILITY INSPECTION CHECKLIST
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This checklist provides a basic list of hazards that are commonly found during facility inspections. Additional checklists are available at www.CIRSA.org which provide greater detail into each of these areas. CIRSA Members do not fall under OSHA authority. The use of this checklist is voluntary and provided as a safety guideline only.

LOCATION	NAME	DATE	TIME

CATEGORY:	SLIPS/TRIPS/FALLS		
REQUIREMENTS	MEETS		COMMENTS
	YES	NO	
Sidewalks around the facility are free of trip hazards such as damage and uneven surfaces.			
Aisles and walkways are kept clear, marked and adequately lit.			
Trip hazards such as cords, hoses and torn carpets are picked up or repaired as necessary.			
Lighting is adequate for occupants to see while walking or working in the area.			
Housekeeping is effective in keeping items and debris from becoming a trip hazard.			
Wet floors and spills are cleaned up promptly.			

CATEGORY:	FIRST AID		
REQUIREMENTS	MEETS		COMMENTS
	YES	NO	
The first aid cabinet is adequately filled with supplies.			
Eyewash stations and emergency showers are inspected and flushed weekly.			
Automated External Defibrillators (AEDs) are available and properly inspected.			

CATEGORY:	LIFE SAFETY		

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REQUIREMENTS	MEETS		COMMENTS
	YES	NO	
Emergency exit doors and paths of travel are clearly marked with EXIT signs.			
Emergency EXIT signs should be illuminated (internally or externally) at all times to help guide occupants to the nearest exit.			
Aisles, hallways, stairs, and doorways are free of storage or other obstacles which can prevent or disrupt egress.			
Emergency lights and EXIT signs are tested monthly using the test button for at least 30 seconds.			
Fire alarm systems are inspected and tested by a qualified person or company on an annual basis.			
Water based fire sprinkler systems are inspected and tested annually by a qualified person or company on an annual basis.			

CATEGORY:	CHEMICAL STORAGE & USE		
REQUIREMENTS	MEETS		COMMENTS
	YES	NO	
All chemical containers are properly labeled.			
Flammable liquids are stored in an appropriate storage cabinet.			
Hazardous chemicals are stored on spill containment pallets.			
Smoking, welding, or other ignition sources are prohibited near flammable material storage areas.			
Compressed gas cylinders are stored in an upright position and secured to prevent them from tipping or falling.			

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CATEGORY:		ELECTRICAL		
REQUIREMENTS	MEETS		COMMENTS	
	YES	NO		
Extension cords are free of defects or damage to the external coating of the cord. Internal conductors are not exposed.				
Flexible cords and corded devices with grounding prongs are plugged into grounded outlets without modifications or adapters.				
Electrical devices used near water sources or in wet conditions are plugged into GFCI outlets, or GFCI adapters are used.				
Extension cords and power strips are not connected in series (daisy-chained/piggybacked) together to extend their length or increase the number of devices plugged into a single outlet.				
High amperage electrical devices including appliances such as refrigerators, microwaves, and toasters are plugged directly into outlets instead of power strips.				
Power strips and extension cords are designed for industrial use.				
Electrical panels have a clear space of 36-inches in front of them for access.				