**Inspection Checklist**

**GENERAL HOUSEKEEPING**

1. Are all aisles, passageways, stairways and stairwells kept clear of tools, hoses, and trash?  
   [ ] Yes  [ ] No

2. Is oil, grease, or other liquids, when spilled on the floor or work surfaces, immediately wiped up or sprinkled with absorbent floor material?  
   [ ] Yes  [ ] No

3. Are all employees required to keep the work area clean and neat?  
   [ ] Yes  [ ] No

4. Are welding leads, electric, steam, and airlines kept off floors by use of trees and hooks whenever possible?  
   [ ] Yes  [ ] No

5. Are mechanical rooms, HVAC rooms, and electrical closets not used for storage and maintained in a clean condition?  
   [ ] Yes  [ ] No

**WALKING/WORKING SURFACES**

1. Is every hole or chute/hatch that an employee can fall through, trip or get caught in, guarded by a cover of standard strength or by standard railings, mid rails and toe boards?  
   [ ] Yes  [ ] No

2. Are maintenance activities roped off if they present any potential tripping, electrical, or falling object hazards?  
   [ ] Yes  [ ] No

3. Is storage or material handling on floors above another marked with the loading approved by the building official?  
   [ ] Yes  [ ] No

**LADDER SAFETY**

1. Are all ladders checked before using to make sure that rungs and side rails are in sound condition and free of grease, oil, etc?  
   [ ] Yes  [ ] No

2. Are ladders with broken or missing steps, rungs, or cleats, broken side rails or other faulty parts withdrawn from service for repair or destruction? Have they been tagged or marked “Dangerous - Do not use.”  
   [ ] Yes  [ ] No
3. Are portable ladders firmly placed on secure footing? If there is a danger of slipping, is the ladder held by a fellow worker or tied in place? __  __

4. Does the employee always face the ladder when climbing up or down? __  __

5. Are barrels, boxes, chairs, or crates, etc., used in place of stepladders or used as bases to obtain additional height? __  __

6. Are straight ladders only used when equipped with safety shoes? __  __

7. Are metal ladders ever used near electrical equipment, wires or cables? __  __

8. Are fixed ladders maintained and inspected regularly? __  __

9. Are fixed ladders with broken or missing rungs, broken side rails or sharp protruding edges tagged or marked “Dangerous - Do Not Use” and fixed immediately? __  __

**STAIRS**

1. Are spills or objects that could cause a fall cleared immediately? __  __

2. Are all stairways, catwalks, gangways, and open work areas above the ground or floor well lit and provided with substantial guard rails? __  __

**ELECTRICAL SAFETY**

1. Are hand tools, electrical cords and outlets inspected periodically to check for reverse polarity, grounding terminals and devices? __  __

2. Are ground fault circuit interrupters (GFCI) used where there are water operations that could pose potential hazard? __  __

3. Are working surfaces kept dry when working with or near an electrical apparatus? __  __

4. Are steam, water, or oil leaks near electrical equipment reported immediately to the supervisor in charge? __  __

5. Do you carefully examine all electrical equipment, including extension cords, every time they are used. Check for frayed, torn, or split cords, cracked or broken insulation, damaged plugs, etc? __  __
6. Are all electrical switches and panels identified and legible?  
7. Are all circuit breaker boxes closed and all spaces filled or blanked?  
8. Is sufficient access and working space provided and maintained around switches and circuit breaker boxes?

**BATTERY CHARGING**

1. Are battery charging installations located in areas designated for that purpose?  
2. Is battery charging done in a well-ventilated area?  
3. Are facilities for flushing and neutralizing spilled electrolyte provided?  
4. Is personal protective equipment worn as needed/required (safety glasses, goggles, face shields, gloves, etc.)?  
5. Are there facilities for quick drenching or flushing of the eyes and body within the work area?

**TOOLS**

1. Are all gears, belts, pulleys, nip points or other power transmission equipment adequately guarded?  
2. Is lockout and tagout procedures followed when adjusting, oiling, clearing, or repairing equipment that falls under the lockout regulations?  
3. Are machines left unattended while in operation?  
4. Are safety glasses/goggles worn when operating power tools?  
5. Are grinders, saws and similar equipment appropriately guarded?  
6. Are proper tools used for the purpose they were designed for?  
7. Are sharp and pointed tools carried in sheaths?  
8. Are tools picked up so that no one trips over them?
COMPRESSORS, COMPRESSED AIR, AND PNEUMATIC TOOLS

1. Are compressors equipped with pressure relief valves and pressure gauges? ____   ____
2. Are signs posted warning of the automatic starting features of any air compressor? ____   ____
3. Are compressors drained periodically, as recommended by the manufacturer? ____   ____
4. Is compressed air used to blow dust out of hair, off skin, or to clean clothes while being worn? ____   ____

HANDLING MATERIALS

1. Are all personnel engaged in handling materials instructed in the proper method of lifting heavy objects? (Employees are required to follow all safe work practices involved with lifting and material handling.) ____   ____
2. Are defective or broken strapping on materials removed, repaired, or replaced before handling? ____   ____
3. Are wheelbarrows, hand trucks and other similar devices overloaded or unbalanced? ____   ____

SLINGS

1. Before using a sling, are all its fastenings and attachments inspected for damage or defects by a competent person designated by the department? (Damaged or defective slings will be removed immediately.) ____   ____
2. Are chain slings inspected for sharp corners, cracks in the links, link binding and elongation of links? (If any defect is noticed, discard the chain sling.) ____   ____

OVERHEAD HOISTS AND CRANES

1. Is the rated load visible? ____   ____
2. Are the hoist controls plainly marked indicating the direction of travel? ____   ____
3. Are loads carried over personnel at any time?  

4. Are inspection sheets showing the date of inspection and who inspected the crane visibly posted?  

5. Are overhead cranes with a power traveling mechanism equipped with a gong or other effective warning signal?  

6. Are the stops, bumpers, rail sweeps and guards inspected and serviced periodically?  

**WELDING, CUTTING AND BRAZING**  

YES  NO

1. Are compressed gas cylinders examined regularly for signs of defects, deep rusting or leaking?  

2. Is approved fire fighting equipment nearby before commencing welding operations when working in the vicinity of flammable or combustible materials?  

3. Are metal workbenches or other metal surfaces grounded during welding operations?  

4. Are welders properly protected by PPE (full sleeves, no joggers, fire protective clothing and gloves, etc.)?  

5. Is there adequate ventilation where welding or cutting is performed?  

6. Do all filters, lenses and plates meet ANSI Z87.1 standards for transmission of radiant energy?  

7. Are oxygen cylinders kept in areas separate from flammable gases or no closer than 20 feet?  

8. Are cylinders kept in racks or stands, set in an upright position, and chained or otherwise secured, to prevent their being knocked over?  

9. Is the valve protection cap kept in place whenever cylinders are not in use?  

10. Are empty and full cylinders separately stored and identified by a tag or sign?
FLAMMABLE AND COMBUSTIBLE LIQUIDS

1. Is the storage of flammable and combustible liquids maintained free of combustibles (i.e., rags, trash, weeds, etc.)? ____   ____

2. Are all outside areas that store flammable and combustible liquids secured when unattended? ____   ____

3. Is there proper ventilation maintained at all times for storage of flammable and combustible liquids? ____   ____

4. Are flammable and combustible liquids stored in tanks or closed containers? (The transfer of any liquid from one container to another will include grounding and bonding the containers.) ____   ____

5. Are inside storage cabinets grounded? ____   ____

FIRE SAFETY

1. Are all portable fire extinguishers inspected by the department each month with the inspection date and inspector’s initials recorded on the extinguishers inspection tag? ____   ____

2. Is access to fire extinguishers kept clear at all times? ____   ____

3. Are signs visible indicating the location of fire extinguishers? ____   ____

4. Are doors, stairs, passages and aisles maintained free of obstruction, hoses, tools and materials? ____   ____

5. Are exit signs visible from all areas or are there signs indicating the direction to an exit? ____   ____

6. Are other doors and passageways that could be confused as exits, properly marked NO EXIT? ____   ____

7. Are strip-type multiple electrical plug-in units used; not the box-type units? ____   ____

8. Are flammable liquids stored in U.L. approved safety cans and/or U/L/ approved flammable liquids cabinets? ____   ____

9. Is there a written evacuation plan with assigned duties for fire/emergency drills, area coordinators, etc.? ____   ____
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