

**ABC Agency Safety Committee Quarterly Safety Inspection Checklist**

**Team Members** \_\_\_\_\_

**Date** \_\_\_\_\_

**Facility/Work Location Inspected** \_\_\_\_\_

For items checked "NO", describe action taken to obtain correction. Mark "N/A" for items not applicable to your area.

<b>Fire Protection</b>	<b>Yes</b>	<b>No</b>
Fire extinguishers inspected, charged, accessible		
Combustible material removed, stored properly		
Exit routes clear & EXIT or NO EXIT signs posted (lighted & visible)		
Storage separation from ceiling (18" minimum from sprinkler heads)		
28" minimum clearance ALL means of egress		
Fire exit doors open freely, path to exterior is free of obstruction, no storage		
<b>Electrical Safety</b>		
Power panels, controls, receptacles & wiring covered. No missing, loose or broken parts		
Electric power cords are not frayed or broken, all plugs have 3 prongs (exception double insulated appliance, tools)		
Surge protectors are not "daisy chained" (surge protectors plugged into each other to extend electrical service)		
Outlets within 6 feet of sinks ground fault protected		
No extension cords through walls, doors, ceiling, windows, under mats or rugs		
Electric panels are marked to indicate service & voltage - 3 foot clearance each side		
<b>Trip-Slip-Fall Hazards</b>		
Drain covers & grates are in good repair		
Walkways are clear of material, cords		
Walkways are free of tripping hazards, stairs are even with level treads		
Adequate lighting in all areas, including exterior night lighting		
<b>Office Safety</b>	<b>Yes</b>	<b>No</b>
File drawers closed when not in use		
Storage of material on shelving does not constitute a falling material hazard		
Ergonomics information available to employees		
Broken - hazardous chairs, desks, stools, step ladders removed from service		

<b>Chemical Safety</b>		
All containers are properly labeled with specific hazards and are closed/sealed		
Only the minimum amount needed is in the work area, all others are properly stored		
Material Safety Data Sheets (MSDS) are available for all products used in area		
<b>General Safety Concerns</b>		
Other safety concerns (describe under comments)		
Coffee pots / warmers turned off at end of the day		
Electric heaters unplugged at the end of the day		
Safety information is displayed in the workplace (right to know, PESH, etc.)		
Pest Control Issues		
Mold/Mildew/Dust		
Air Quality (temperature, fresh air, etc.)		
<b>Field Staff Safety</b>		
Check in procedures		
Law enforcement contacts		
Equipment checks (radios, cell service, vehicle)		
Emergency protocols		
Environmental issues		
Extreme weather		

COMMENTS: \_\_\_\_\_

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ROUTING:  
 1 Copy – Office Manager  
 1 Copy – Agency Safety and Health  
 1 Copy - Safety Committee Chair