

# OSHA SAFETY CHECKLIST

Inspectors: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Area Surveyed: \_\_\_\_\_

Received by Committee: \_\_\_\_\_ Sent to Department: \_\_\_\_\_ Action Copy Returned: \_\_\_\_\_

Work Practices	Y	N	N/A	Comments
1. Does the area appear to be safe and secure?				
2. Do employees know where the safety manual is located?				
3. Are emergency phone numbers posted so they can be easily found? <i>911, Poison Control</i>				
4. Are the floors clean and neat?				
5. Do managers know what equipment is in the equipment management program?				
6. Are compressed gas cylinders labeled?				
7. Are cylinders adequately stored and secured?				
8. Are gauges in good working condition?				
9. Are hose/connectors in good condition?				
10. Are chairs in good condition?				
11. Do employees appear to be working ergonomically safe?				
12. Are employees trained in proper lifting practices?				
13. Are exit doors unobstructed?				
14. Is there greater than or equal to 22-inch clearance in aisles and walkways?				
15. Are evacuation maps located next to fire pulls?				
16. Are exit signs functioning?				
17. Are fire extinguishers routinely inspected to determine if they are operative and stored properly?				
18. When extinguishers are removed for recharge are they replaced by a spare?				
19. Are fire extinguishers/pulls unobstructed?				
20. Are heat sources free of combustibles?				
21. Are proper door openers being used? (no wedges)				

Work Practices	Y	N	N/A	Comments
22. Is there at least 18-inch clearance around sprinkler heads?				
23. Are floor surfaces in good condition?				
24. Are pipes, etc. (less than 6.5 ft clearance) marked with telltales?				
25. Has certified workplace hazard assessment been conducted to determine if hazards exist that necessitate the use of personal protective equipment?				
26. Is personal protective equipment available in all areas identified?				
27. Are employees using required exposure protection equipment? (Eye and face protection, head protection, etc.)				
28. Does personal protective equipment fit properly?				
29. Are employees required to wear personal protective equipment trained in its use?				
30. Are respirators maintained and stored properly?				
31. Are sharps containers in a safe, convenient location?				
32. Are sharps containers replaced before they get too full?				
33. Are there MSDSs for the chemicals used in the department?				
34. Do employees know where the MSDSs are located?				
35. Are employees trained in hazardous materials and waste handling, storing, disposal and spills?				
36. Are eyewash and shower units located where chemicals are mixed?				
37. Are eyewash and shower units properly adjusted? (water pressure)				
38. Are stairways properly lighted?				
39. Are handrails provided for stairs, inside and outside the building (over 4 risers)?				
40. Are the storage shelves secured and built strong enough?				
41. Does there appear to be adequate storage?				
42. Is the storage area free of clutter?				
43. Are electrical wires adequately covered and not exposed?				

Work Practices	Y	N	N/A	Comments
44. Are 3 prong plugs used on all appliances/patient equipment?				
45. Is there at least 36-inch clearance in front of circuit panels?				
46. Are electrical outlets in good condition and properly grounded?				
47. Electrical wiring on motors and equipment are maintained properly?				
48. Electrical switches and panels are properly identified?				
49. Tools and equipment have appropriate guards?				
50. Lock out tag-out used when repairing equipment?				
51. Employees trained in lock out tag-out procedures?				
52. Employees trained in the use of portable fire extinguishers and RACE?				
53. Are parking lots properly maintained to provide a safe driving and walking area?				
54. Are floors properly marked when wet to avoid slipping?				
55. Is ventilation provided adequate to protect employees from toxic fumes?				
56. Are containers storing chemicals properly identified?				
57. Are all drums labeled as to their liquid contents?				
58. Are safety shoes worn by employees routinely handling heavy materials throughout the company?				
59. Are first aid supplies approved by consulting physician, readily available, restocked and rotated?				
60. Are totals from OSHA Form 300 posted from February 1 to March 1 following the year which they relate?				