

BUILDING(S) SAFETY INSPECTION FORM

IN-030

Building: _____ Inspector: _____ Date: _____

CODES: (S) Satisfactory	(N) Needs Attention	(N/A) Not Applicable
(1) GENERAL - Safety Literature		
S	N	N/A
(1a) Safety Committee minutes posted on bulletin board.		
(2) GENERAL - Exterior Miscellaneous		
S	N	N/A
(2a) Building address or identification clearly visible.		
(2b) Unobstructed access road to the building provided.		
(2c) Are stairs, landings and handrails in good repair and fastened securely?		
(2d) Are entrances into building free from obstructions?		
(2e) Are walking surfaces in good condition without cracks, holes, etc.?		
(3) GENERAL - Interior Walkways, Floors and Stairs		
S	N	N/A
(3a) Are stairs and walkways kept clear of boxes, equipment, cables and other obstacles?		
(3b) Is the tread on stairs in good condition and will it minimize slipping?		
(3c) Is the foot space on each stair adequate?		
(3d) Are handrails adequate and in a good state of repair?		
(3e) Are stairs in a good state of repair?		
(3f) Do stairs have anti-slip materials where warranted?		
(3g) Are walkways and stairs wide enough?		
(3h) Are walkways clear of trip hazards such as open drawers, boxes, etc.?		
(3i) Are floors clear of slip and trip hazards, e.g., extension cords, torn carpet, cracks, holes, etc.?		
(3j) Are floors clean, dry, well maintained (no cracks, oil, grease, etc.?)		
(3k) Do walkways have unobstructed vision at intersections?		
(3l) Are walkways adequately lit and clearly marked?		
(3m) Are exit doors clearly marked and signs working?		
(4) GENERAL - Storage Areas		
S	N	N/A
(4a) Are storage cabinets in good condition and not overloaded?		
(4b) Is stored material secured to prevent shifting/falling?		
(4c) Are storage areas free from rubbish?		
(4d) Are shelf units properly attached to walls and are cabinets/cupboards stable?		
(4e) Are racks and pallets in good condition?		
(4f) Are ventilation ducts and sprinkler heads unblocked?		
(4g) Are materials stored in bins whenever possible?		
(4h) Are there safe means of accessing high shelves?		
(5) GENERAL - Lighting		
S	N	N/A
(5a) Does lighting in the work area allow staff to see their work easily?		

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(5b) Are all light fittings in good working order? No flickering lights, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
(5c) Is glare and excessive brightness minimized in the work area?	<input type="checkbox"/>	<input type="checkbox"/>
(5d) Are all light bulbs, tubes and/or lighting covers adequately cleaned?	<input type="checkbox"/>	<input type="checkbox"/>
(6) GENERAL - Ventilation and Temperature	S	N
(6a) Is temperature maintained at a comfortable level?	<input type="checkbox"/>	<input type="checkbox"/>
(6b) Is general indoor air quality acceptable for the majority of occupants, i.e., temperature, humidity, air flow, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
(7) GENERAL - Office equipment	S	N
(7a) Is office equipment clean and working properly?	<input type="checkbox"/>	<input type="checkbox"/>
(7b) Are fax machines, printers, and other office equipment in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
(7c) Are equipment guards in place?	<input type="checkbox"/>	<input type="checkbox"/>
(7d) Are there procedures to report faulty equipment?	<input type="checkbox"/>	<input type="checkbox"/>
(8) GENERAL - Staff Amenities	S	N
(8a) Are staff restroom facilities in good condition?	<input type="checkbox"/>	<input type="checkbox"/>
(8b) Are staff restroom facilities cleaned regularly?	<input type="checkbox"/>	<input type="checkbox"/>
(8c) Is break room equipment in good working order?	<input type="checkbox"/>	<input type="checkbox"/>
(8d) Is break room and restroom rubbish removed regularly?	<input type="checkbox"/>	<input type="checkbox"/>
(8e) Do break rooms contain fire extinguishers that are accessible?	<input type="checkbox"/>	<input type="checkbox"/>
(9) GENERAL - Desks/Workstations	S	N
(9a) Is the height of desks appropriate for the tasks performed, e.g., keyboarding?	<input type="checkbox"/>	<input type="checkbox"/>
(9b) Are workstations/desks stable and undamaged?	<input type="checkbox"/>	<input type="checkbox"/>
(9c) Do workstations have adequate storage?	<input type="checkbox"/>	<input type="checkbox"/>
(9d) Are waste bins emptied regularly?	<input type="checkbox"/>	<input type="checkbox"/>
(9e) Is there sufficient space around workstations/desks to provide safe access?	<input type="checkbox"/>	<input type="checkbox"/>
(9f) Are chairs in good condition, stable and adjustable?	<input type="checkbox"/>	<input type="checkbox"/>
(9g) Book cases not overloaded?	<input type="checkbox"/>	<input type="checkbox"/>
(10) GENERAL - Security	S	N
(10a) Are premises secure while employees are at work?	<input type="checkbox"/>	<input type="checkbox"/>
(10b) Are security doors operational?	<input type="checkbox"/>	<input type="checkbox"/>
(10c) Have employees been trained in workplace violence procedures?	<input type="checkbox"/>	<input type="checkbox"/>
(10d) Is safe action plan drill conducted annually?	<input type="checkbox"/>	<input type="checkbox"/>
(11) GENERAL - Electrical	S	N
(11a) Are cords, plugs and sockets in good condition, i.e., not frayed, exposed, cracked, etc.?	<input type="checkbox"/>	<input type="checkbox"/>
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(11b) Are all electrical items in good condition?			
(11c) Have switches breaker panels been identified and are they in working condition?			
(11d) Is 36" (3 ft) access clearance around breaker panels maintained?			
(11e) Are all electrical breaker panels secured (doors bolted to panel and closed securely)?			
(11f) GFCI receptacles in use in wet area (bathrooms, near sinks)			
(11g) Are all electrical rooms free from combustible materials?			
(11h) Are all electrical panels cool to the touch?			
(11i) Extension cords and power strips not daisy chained and no permanent extension cords in use.			
(12) GENERAL - Fire Safety	S	N	N/A
(12a) Are fire extinguishers mounted and clearly accessible and current inspection tags attached?			
(12b) Are backs of inspection tags initialed and dated for monthly checks?			
(12c) Is there an 18" min. clearance below all fire sprinklers and clear of interference from stored materials?			
(12d) Are sprinkler systems and smoke detectors inspected regularly?			
(12e) Are emergency exits clearly marked, easy to open and functional?			
(12f) Are alarms and signals tested on a regular basis?			
(12g) Has there been an evacuation drill in the last 12 months?			
(12h) Is 36" (3 ft) clearance around sprinkler riser pipes and controls maintained?			
(13) GENERAL - Heating System	S	N	N/A
(13a) Is a 36" (3 ft) clearance provided around all heating equipment?			
(13b) Are furnace/boiler rooms kept locked?			
(13c) Are furnace/boiler rooms free from combustible materials?			
(14) GENERAL - First Aid	S	N	N/A
(14a) Has the location of first aid kits been communicated to employees?			
(14b) Are the first aid kits clearly labeled?			
(14c) Are first aid kits easily accessible?			
(14d) Are first aid kits regularly maintained and stocked?			
(14e) Are storage areas for AED devices communicated to personnel?			
(14f) Has personnel received AED training?			
(15) GENERAL - Chemical Storage	S	N	N/A
(15a) Non-hazard chemical containers labeled and properly stored.			
(15b) Are material safety data sheets available for all chemicals?			
(16) SHOP/PLANT/LAB - Chemical Storage	S	N	N/A
(16a) Eye wash stations function properly, tested weekly and tag initialed by inspector and unobstructed.			
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(16b) Safety shower function properly, tested weekly and tag initialed by inspector and unobstructed.				
(16c) Are hazardous substances and containers properly stored?				
(16d) Are hazardous substance containers and cabinets properly labeled?				
(16e) Are material safety data sheets available for all chemicals?				
(16f) Are there separate disposal area or containers for oily rags?				
(16g) Are flammables stored in the appropriate cabinet?				
(16h) Are spill-containment materials readily available for simple or small spills?				
(16i) Do procedures exist for the safe use and disposal of hazardous substances?				
(16j) Are secondary containers properly labeled?				
(17) SHOP/PLANT/LAB - Equipment	S	N	N/A	
(17a) Are portable power tools in good condition and equipped with constant pressure switch?				
(17b) Are battery chargers marked and well ventilated?				
(17c) Is fixed machinery and/or equipment anchored to prevent movement?				
(17d) Belts/Pulleys guarded or enclosed.				
(17e) Bench grinders (1/8" tool rest, 1/4" tongue guard)				
(17f) On/off switch accessible w/o reaching across point of operation.				
(18) SHOP/PLANT/LAB - Miscellaneous	S	N	N/A	
(18a) Is there adequate ventilation throughout the work area?				
(18b) Are noise levels controlled and is hearing protection used when needed?				
(18c) Compressed gas cylinders secured/capped, flammable gas (acetylene) and accelerants (oxygen) separated by 20' or a 5' high wall.				
(18d) Hoists/cranes: Operating rules, load capacity and proper usage posted.				
(18e) Hoists/cranes: warning signals for moving cranes/hoist.				
(18f) Covers and/or guardrails used and good condition for open pits, tanks, vats, etc.				
(18g) Does open sided floors and landings have 42" top rail, 21" mid rail and toe board?				
(18h) Stair handrail same requirements as (18g) and at least right hand descending side.				
(18i) Stair handrail same requirements as (18g) with both sides open, rail must be on both sides.				
(18j) Jacks and lifts inspected every 6 months with rated load legibly and permanently marked.				