

Workplace Safety Survey

Building _____ Department _____ Room(s) _____ Contact Person _____

Inspection Performed by _____ Date: _____

Y N N/A

Comments

Page 1 of 1

Electrical Safety					
1	Extension cords are not used as permanent wiring.				
2	Extension cords and power strips not daisy-chained one to another.				
3	Electrical cords not under carpets/rugs, through doorways, or high traffic areas.				
4	Multi-outlet power strips are UL listed and have circuit breakers.				
5	Power cords are in good condition with no splices or broken insulation.				
6	Grounding prongs not removed from 3-way plugs.				
7	Outlet, switch and junction box covers are in place and in good repair.				
8	Circuit breaker panels and emergency shut offs unobstructed and labeled.				
9	Electrical outlets not overloaded with appliances, i.e. splitters used.				
10	Ground Fault Interrupters installed, labeled and operating correctly.				
11	Energized parts, circuits, and equipment guarded against accidental contact.				
Fire Prevention and Protection					
1	Fire extinguishers properly mounted, located, and identified.				
2	Fire extinguishers adequate in number and type.				
3	Fire extinguishers inspected, recharged, and maintained as required.				
4	Fire aisles, exitways, stairways, and fire equipment kept unobstructed.				
5	Exit lights properly illuminated and emergency lighting operable.				
6	Fire doors not blocked open or are on magnets connected to fire alarm system.				
7	Flammable liquids stored in approved safety cans.				
8	Flammable liquid containers kept closed when not in use.				
9	Flammable liquids of 10 gallons or more stored in flammable storage cabinet.				
10	Flammable storage cabinets labeled "Flammable - Keep Fire Away."				
11	Connections on drums and combustible liquid piping leak free.				
12	Flammable liquid drums grounded and bonded to containers when dispensing.				
13	Proper storage of flammable/combustible materials to reduce risk of fire.				
14	Oily/greasy rags placed in proper self-closing oily rag containers.				
15	No penetrations through walls or ceilings and all ceiling tiles are in place.				
16	Sprinkler heads clean and no storage within 18 inches.				
17	Sprinkler heads protected by metal guards when exposed to physical damage.				