

Sample Hazard Inspection Checklist - General

Disclaimer: The specific needs, practices, form of government and other operational procedures of your governmental entity may impact whether this example is appropriate for your use. PennPRIME recommends that you review the final product before using it, and adapt it as necessary.

DATE: _____ INSPECTORS: _____	OK	NOT OK	NA	CORRECTIVE ACTION	Date Done/ Initials
Fire extinguisher accessible					
Fire extinguisher inspected within last 12 months					
Exits unobstructed and unlocked					
Emergency lighting functional (test)					
All fire doors kept closed (not propped open)					
Minimum of 2 means of egress from all parts of the building					
Sprinkler system serviced within last 12 months					
Sprinkler system monitored for: flow, tampering, low temp.					
Smoke and CO detection					
Wet, oily, or slippery floors					
Railing systems including top, mid and toe bards on all lofts					
Adequate hand railings on all stairs					
Adequate lighting					
Adequate ventilation for all uses					
First aid kit(s) accessible and properly stocked					
GFCI outlets in restrooms, showers, outside, bays					
All spaces in electrical breaker box filled (no open spaces)					
Ladders in good condition (no damage; slip resistant feet)					
Extension cords: no taped repairs, no grounding prong removal					
Smoking controls					
Hot work permits required					
All power tool guards in place					
Lock out/tag out program					
All compressed gas cylinder secured (full and empty)					
Container labeling					
SDS available and training within last 12 months					
Flammable/combustible liquids stored in metal safety/type cans					
Storage of flammable/combustible liquids in appropriate cabinets					
Hand tools in good repair (no broken handles)					
Tool rests on grinders within 1/8" of wheel or brush					
Proper PPE available and required to be worn					
Soiled shop rags stored in UL/FM soiled rag can					
No suggestive materials (magazines, calendars, posters, etc.)					
Eyewash stations available & tested (actually flow)					
Dumpster located away from the building					
Back-up alarms on all dump trucks					
Seatbelts in all motor vehicles and policy requiring use					
PPE for chainsaw use: chaps, eye, ear, head and foot protection					

Additional findings not specifically listed in checklist above (use other side, if necessary)
