

## MONTHLY SAFETY CHECKLIST

Department:		Area:		<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="transform: rotate(-45deg); font-size: small;">SATISFACTORY</div> <div style="transform: rotate(-15deg); font-size: small;">NEEDS SOME ATTENTION</div> <div style="transform: rotate(15deg); font-size: small;">NEEDS IMMEDIATE ATTENTION</div> </div>			Comments
INSPECTION MONTH:	INSPECTOR:	TITLE:					
<b>1. FIRE PROTECTION:</b>							
1. Fire Extinguisher							
2. Hose Racks							
3. Exits, Stairs, & Dead-ends Properly Marked							
4. Access to Electrical and Emergency Equipment							
<b>2. HOUSEKEEPING:</b>							
1. Aisles, Stairs, & Floors							
2. Storage of Material							
3. Wash & Locker Rooms (Kitchen, blue room & restrooms)							
4. Lights & Ventilation							
5. Areas Around Buildings							
6. Stair Maintenance; Treads, Handrails, Illumination							
7. Sanitation & Food Storage							
<b>3. TOOLS:</b>							
1. Power Tools; Frayed Wires, Properly Grounded, Guards							
2. Hand Tools, Worn Wrenches, Crack Hammer Heads							
3. Bench Grinders; Alignment of Tool Rest, Wheels Dressed							
4. Tool Storage							
5. Ladders							
<b>4. PERSONNEL PROTECTIVE EQUIPMENT:</b>							
1. Eye Wash & Showers; Clean, Operational, Protective Covers							
2. Self-contained Breathing Units, Location							
3. Respirators, Location, Storage							
4. Protective Clothing & Equipment							
5. Eye Protection							
<b>5. HAZARDOUS SUBSTANCES &amp; PROCESSES:</b>							
1. Spill Control & Overflow							
2. Storage of Industrial Chemicals (5 gallon containers or less)							
3. Dispensing Devices							
4. Labels & MSDS, Warning Signs (MSDS on file in Jeff's office)							
5. Changing & Charging Storage Batteries							
6. Chemical Mixing & Use Areas (sink)							

Page 2				
				<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px; transform: rotate(-45deg); font-size: 8px;">SATISFACTORY</div> <div style="border: 1px solid black; padding: 2px; transform: rotate(-45deg); font-size: 8px;">NEEDS SOME ATTENTION</div> <div style="border: 1px solid black; padding: 2px; transform: rotate(-45deg); font-size: 8px;">NEEDS IMMEDIATE ATTENTION</div> </div>
				<b>Comments</b>
<b>6. FLAMMABLE LIQUIDS AND GASES:</b>				
1. Flammable Liquid Storage				
2. Dip & Wash Tanks				
3. Labels & Warnings				
4. Storage, Handling, Markings, & Use of Cylinders				
5. Spray Coating Operations				
<b>7. WELDING AND CUTTING OPERATIONS:</b>				
1. Flammable & Combustible Materials				
2. Local or Natural Ventilation				
3. Welding or Cutting Shields				
4. Cylinder Protection				
5. Electrical Welding, Grounding & Cable Inspection				
6. MSDS & Labels, Welding Gases, Rods, & Fluxes				
7. Personnel Protective Equipment				
<b>8. MATERIAL HANDLING EQUIPMENT:</b>				
1. Hand Trucks				
2. Forklifts				
3. Shop Hoist & Units				
4. Slings, Cables, Ropes, Chains, Webbing				
5. Maintenance & Inspection Records				
<b>9. BULLETIN BOARDS:</b>				
1. Required Poster Display				
2. Neat & Attractive				
3. Displays Changed Regular				
<b>10. MACHINERY:</b>				
1. Guards in Place (maintenance agreement requires)				
2. Hazard Areas Marked				
3. Switches & Controls Properly Labeled				
4. Maintenance & Function Controls				
<b>11. OFFICES:</b>				
1. Waste Materials Deposited in Containers				
2. Furniture & Fixtures Free of Sharp Edges				
3. Electrical Machinery in Good Condition, Properly Grounded				
4. Storage Areas Clean & Orderly				

