

Issue No.:01

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Date: 01-04-2019

Subject: Site Safety Inspections

1. Purpose:

Regular site safety inspections using site-specific checklists keep the workplace safe by identifying and correcting hazards in the workplace. Inspection frequency depends on the hazard level of the workplace; sites may need checks at every shift, daily, quarterly or annually.

2. Process:

Company	Date
Address	
Contact	
Inspected by	Date

Checklist

<input type="checkbox"/>	OSHA posters posted	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Training records being maintained	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Emergency procedures and contact information posted	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	First Aid and emergency medical supplies available	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Fire Exits are clear at all times- fire doors operational and not obstructed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Storage kept out of aisles	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Fire extinguishers properly labeled and operational	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Access to Fire extinguishers not obstructed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Hazardous material properly labeled, stored and returned to proper storage	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Secondary containers properly labeled	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Employees trained for job performed	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Employees following proper work procedure	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Employees use proper PPE	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Workspaces cleaned and maintained	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Workspace properly illuminated	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Workspace properly ventilated	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Floors keep clean and dry- mat are keep in good conditions	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Machinery and equipment clear of clutter and debris	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Carts and trucks parked as not to block exits or aisles	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Storage shelves not over loaded for rating	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Items stored in a stable manner so as not to fall over or overhang	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Pallets stored so as not to create trip hazard – banding wire , nails secured	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Electrical panels have access without obstructions	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Electrical cords are routed as not to present trip hazard or across aisles	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Sanitations and drinking facilities properly maintained	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>	Food properly stored –leftovers removed periodically	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Additional Items			
<input type="checkbox"/>		YES <input type="checkbox"/>	NO <input type="checkbox"/>
<input type="checkbox"/>		YES <input type="checkbox"/>	NO <input type="checkbox"/>

Acknowledgment of Inspection:

Name:	Date
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Prepared by: HRD	Approved by: Management	Issue On: 01-04-2019
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