General Safety Inspection Form

Building	Date
Inspector	
Areas of Inspection	<u>Comments</u>
Equipment:	
☐ Guards on mechanical equipment	
☐ Proper PPE worn (gloves, goggles,	
ear plugs, etc.)	
☐ Ladders in good condition	
☐ Tools in good condition	
Electrical and Fire:	
□ Power cords (3-prong, good condition,	
commercial grade only)	
☐ Power strips w/ circuit breaker,	
no household extension cords	
☐ Electrical panels unobstructed	
□ 18" clearance from fire sprinkler heads	
☐ Nothing hanging from sprinkler heads,	
pipes, or smoke detectors	
□ 24" clearance from ceiling	
☐ Alarm pull-stations and fire extinguishers	
clearly identified and unobstructed	
☐ Fire extinguishers (tamper seals in place,	
tags show inspection <1 yr old, 3 ft clearance)	
Environment:	
☐ Work area adequately illuminated	
☐ Temperature within normal limits	
☐ Noise levels within normal limits	
☐ Ventilation (adequate, free from dust	
and fumes, vent grills clean)	
☐ No signs of water leaks in ceiling tiles,	
floor, or other areas	

General:	
□ Non-smoking policy in effect	
☐ Aisles, stairwells, and exits unobstructed	
☐ Emergency and exit lights functioning	
☐ Evacuation maps posted	
☐ Emergency telephone numbers posted	
where they can be readily found	
☐ Floor in good condition (no frayed carpet,	
loose tiles, slippery areas, etc.)	
☐ No obvious slip, trip, or fall hazards	
☐ Spills cleaned up and reported immediately	
☐ First aid kit available and adequately stocked	
☐ Recycling and trash bins orderly	
and emptied regularly	
☐ Custodial closets: chemical containers	
labeled w/ chemical name, %, warnings,	
hazards, and manufacturer	
DMCDC 4 3111 1 1 4 1	
☐ MSDSs current, available, and understood	
Other Comments:	