

**Oregon Military Department
Quarterly Workplace Safety Inspection**

Location: _____

Date: _____

Prepared by: _____

YES NO N/A

RECORDKEEPING/TRAINING

- 1) Are minutes of committee meetings kept and made available?
- 2) Is adequate safety training provided for employees and are records made available?

HOUSEKEEPING

- 3) Are all areas kept clean, sanitary and orderly? (No trip, slip, or fire hazards)?
- 4) Is fire equipment, exits, stairways, aisles and electrical panels accessible and not blocked?

PERSONAL PROTECTIVE EQUIPMENT

- 5) Is correct PPE available and is it being used?
- 6) Is all required PPE functional and in good repair?
- 7) Is PPE being stored properly when not in use?
- 8) Is a fall arrest system in place and being used?
- 9) Is protection against excessive exposure to occupational noise provided?

MEDICAL/FIRST AID

- 10) Are adequate first aid kits available and accessible to each work area?
- 11) Are adequate means provided for flushing of the eyes in areas where corrosive materials are handled?
- 12) Are installed AED's accessible and inspected regularly?

PORTABLE LADDERS

- 13) Are all ladders maintained in good condition and are non-slip safety feet installed on each ladder?

LOCKOUT/TAGOUT

- 14) Are correct lockout/tagout procedures in use?
- 15) Are suspended loads on potential energy (such as compressed springs, hydraulics, or jacks) controlled to prevent hazards?

ELECTRICAL SAFETY

- 16) Are switches and circuit breakers clearly labeled to indicate their use or equipment served?
- 17) Are portable/fixed electrical tools and equipment grounded or of the double insulated type and are cords in good condition?
- 18) Do extension cords have a grounding conductor and are they free of splices or electrical tape and are not being used in lieu of permanent wiring?
- 19) Are junction boxes, MCC Cabinets and Breaker Panels closed with no open breaker knockouts?
- 20) Are GFCI outlets installed where needed?
- 21) Receptacles and/or face plates are not broken?
- 22) Surge suppressors are not "daisy chained"?

EXITS

- 23) Are doors, passageways that are neither exits or access to exits and which could be mistaken for exits appropriately marked "NOT AN EXIT," "STOREROOM," etc?

- 24) Are emergency/exit lights working and tested?

AISLES/WALKWAYS/WORKING SURFACES

- 25) Are aisle widths maintained at a minimum of 22-inches and emergency exit routes widths maintained at 28-inches and kept clear?
- 26) Are floor openings, floor holes and pits covered or otherwise guarded?
- 27) Are standard railings provided wherever aisle, walkways, open side of exposed stairs or raised workstations are elevated more than 30-inches above the ground or any adjacent floor?

YES NO N/A

- 28) No items are stored within 24" of ceiling?

CONFINED SPACES

- 29) Have all confined spaces been clearly labeled?

MACHINE GUARDING/HAND TOOLS

- 30) Is machinery, including grinders, saws and portable electric/pneumatic tools provided with appropriate safety guards and are they properly adjusted?
- 31) Are all portable and hand tools in good condition?

CHEMICALS

- 32) Are there Material Safety Data Sheets (MSDS) readily available for each hazardous substance?
- 33) Is there a list of hazardous substances used?
- 34) Are operating procedures readily available to employees who work in or maintain a chemical process?
- 35) Are hazardous materials properly stored?
- 36) Are containers of hazardous materials appropriately labeled, including Secondary Containers?

FIRE PROTECTION AND PREVENTION

- 37) Are employees periodically instructed in the proper use of portable fire extinguishers and fire protection procedures?
- 38) Are portable fire extinguishers provided in adequate number and type (mounted and locations marked every 75 feet or within 50 feet of a known fire source)? Are there signs "Fire Extinguisher"?
- 39) Are all fire extinguishers inspected and maintained regularly?
- 40) Is the fire alarm system tested at least annually?
- 41) Is the kitchen hood ventilation/fire suppression system functional and inspected at least quarterly?
- 42) Are storage cabinets used to hold flammable liquids of the proper type and are they labeled?
- 43) Do automatically closing doors (if installed) on flammable storage cabinets function properly?
- 44) Are covered metal waste cans used for oily rags and paint-soaked waste?
- 45) Are electrical equipment parts, which normally produce arcs, sparks, or flames enclosed and separated from all combustible materials?

WELDING/COMPRESSED GAS STORAGE

- 46) Are only trained and authorized personnel permitted to use welding, cutting or brazing equipment?
- 47) Are gages turned off when not in use?
- 48) Are cylinders properly stored and secured?
- 49) Are valve handles open to drain lines?

SUPERVISOR'S CHECKLISTS

- 50) Employee Orientation Checklist
- 51) New Job Orientation/Review Checklist
- 52) Ladder Inspection Checklist
- 53) Fall Protection Systems & Hazards Checklist
- 54) Forklift Competency Evaluation Checklist

Please complete Inspection Report on reverse.

or

Location: _____

Date: _____

Prepared by: _____

Observation					Action and Follow-up				
#	Item, Location, and Hazard(s)	Recommended Action	Priority			Responsible Person	Action Taken	Estimated Completion	Done? ✓
			A	B	C				
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>
			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>

Copies to: Supervisor Safety Committee Unit Other: _____