



Safety Inspection Checklist – General Industry

Location: _____

Date: _____

Inspected by: _____

Description	Yes	No	Comments	Correction Date
Programs and Posters				
Injury and Illness Prevention Program (IIPP or safety program)?				
Hazard Communication Program (Hazcom)?				
Lock Out Tag Out Program (LOTO)?				
Emergency Action Program (EAP)?				
Exit routes and key response people and phone numbers posted?				
Report of unsafe conditions form available to employees?				
Local clinic with Medical Provider Network (MPN) posted?				
Federal and State All-in-One Poster for the current year?				
Cal/OSHA Log 300A summary for previous year (post from February 1 until April 30)?				
Are Certificates of Insurance current and on file for contractors, service companies, and tenants?				
General Emergency Preparedness/Response				
Are first aid kits in place and adequately stocked with bandages (or meds such as aspirin or Tylenol)?				
Has a fire, earthquake, or other emergency response drill been conducted in the past 12 months?				
Life Safety				
Are exit corridors, doorways, and stairs unobstructed?				
Is panic hardware in place for exit doors and in working condition?				
Are exits marked and illuminated?				
Is the emergency lighting system in place and working?				
Electrical				
Are electrical cords in good condition; and only for temporary use (<90 days)?				
Where work with portable tools/electrical cords are in wet areas, are ground fault circuit interrupters used?				
Do electrical junction, switch, and receptacle boxes have covers that are tightly closed?				
Are outlets in good condition and with no missing covers?				
Are switches clearly marked with their purpose if not obvious?				

Description	Yes	No	Comments	Correction Date
Are circuit breakers labeled with their functions and all covers complete (no blanks) and in place?				
Is there a clear 36" access around all electrical panels?				
Fire Safety				
Is there at least an 18" clearance between the fire sprinkler heads, storage, and shelving?				
Portable fire extinguishers provided throughout and clearly marked?				
Portable fire extinguishers recharged at least annually, tagged, signed off monthly? Gauges show them as fully charged?				
Have employees been trained on the use of portable fire extinguishers within the past year?				
Housekeeping/Maintenance				
Are walking surfaces free of tripping and slipping hazards?				
Are combustibles maintained in an orderly and neat fashion throughout; excess paper and trash removed daily?				
Production Area				
Is machinery secured and guarded?				
Are proper tools and equipment provided?				
Is proper personal protective equipment (PPE) provided and used - gloves, safety glasses, goggles, face shields, slip-resistant footwear, etc.?				
Ladders inspected regularly and employees trained in their use?				
Are forklift operators using seatbelts?				
Are carts or hand trucks provided for moving heavy equipment?				
Employees get help if they have to lift heavy items?				
Are Safety Data Sheets (SDSs) easily accessible to employees for all chemicals?				
Is staff trained in the proper handling of chemicals?				
Are containers clearly labeled and tightly closed?				
Are flammable liquids stored in a flammable storage cabinet?				
Eyewash station nearby areas where chemicals are dispensed?				
Storage Areas				
Are delivered supplies stored immediately?				
Are objects stored with heaviest on the bottom and lightest on top?				
Are shelves secured to prevent falling?				
Do storage racks appear in good condition?				
Are items stored neatly?				

Description	Yes	No	Comments	Correction Date
Are compressed gas cylinders secured?				
Are oxygen cylinders kept at least 20 feet from fuel gas cylinders?				
Are cylinder valves capped and completely closed when stored?				
Mezzanines - guard rails installed if used for storage?				
Are the maximum safe load limits of floors within buildings and structures posted?				

Are there any facilities or equipment issues in need of repair or attention not noted above?

Additional Comments: