

Town of Stratham Work Site Safety Inspection Checklist

File updated as of: 10/30/2017

Department: _____**Work site:** _____**Inspector:** _____**Date:** _____

Notes on use: Use comments to identify exceptions; Write N/A under comments if the safety concern does not apply at your work site; Use comments if you don't know answer; You may check off both Yes and No for multi-part questions. Use comments to explain; Action requests should be specific.

A.	SAFETY TRAINING & DOCUMENTATION	Yes	No	Comments / Action Requests
1	Is the current Town of Stratham Safety Plan in a location known and accessible to all employees?			List location -
2	Is there a safety posting area displaying Emergency phone numbers, emergency evacuation routes and procedures?			List location -
3	Are Material Safety Data Sheets (MSDS) on file and available to employees?			List location -
4	Is safety training provided for each person newly assigned to the job?			
5	Do employees know where first aid supplies are located?			List location -
6	Have employees been instructed in proper lifting?			
7	Are accidents promptly reported? Do employees know accident reporting procedures?			
B.	ENTRANCES, EXITS, AISLES, HALLWAYS	Yes	No	Comments / Action Requests
1	Are the exits (doorways), aisles, and hallways obstacle-free?			
2	Are entrances and exits well lit and marked?			
3	Are emergency exits easily accessible to employees and easy to open?			
4	Are fire doors closed securely or do they close during alarms/power outages?			
5	Are entrances and exits equipped with non-slip mats or surfaces if area gets slippery at times?			
6	Are steps in good condition and a handrail firmly attached?			
C.	OFFICE AREAS AND ELECTRICAL	Yes	No	Comments / Action Requests
1	Are hand trucks, dollies, and/or carts are available to employees and in good working condition?			
2	Are office areas cleaned & maintained regularly?			
3	Are plugs, cords, electrical panels in good condition?			
4	Are cords and cables managed (not trip hazard)?			

5	Are extension cords being used correctly? [not trip hazard, not used as permanent, not linked together, not in doorway, correct rating, only powering one appliance]			
6	Is clear access (36" clearance) provided to electrical panels?			
7	Are desks and workstations ergonomically appropriate? [keyboard, mouse in easy reach & aligned, adjustable chairs]			
8	Are stepladders provided for reaching high places?			
D.	REST ROOMS	Yes	No	Comments / Action Requests
1	Are floors clean and dry?			
2	Are toilets, urinals, and sinks secured firmly?			
3	Is the restroom well lit, maintained, clean, and sanitary?			
E.	STORAGE	Yes	No	Comments / Action Requests
1	Are stored materials properly stacked and spaced?			
2	Are tools kept in their proper place?			
3	Are cabinets, shelves, or other storage units secure?			
F.	FIRE PROTECTION, INJURY PREVENTION & TREATMENT	Yes	No	Comments / Action Requests
1	Are fire extinguishers available & inspected?			
2	Are special purpose extinguishers marked and available where needed?			
3	Are combustible materials stored in designated areas or cabinets?			
4	Are fire drills held on a regular basis (at least annually)?			
5	Is emergency lighting adequate and regularly tested?			
6	Are first-aid supplies replenished as they are used?			
7	Do electric space heaters have working tip over switches and are they away from combustible materials?			
8	Are work surfaces safe when wet?			
G.	MACHINERY, EQUIPMENT, MECHANICAL FACILITIES	Yes	No	Comments / Action Requests
1	Is faulty or broken equipment removed from service?			
2	Are all machines & tools properly grounded?			
3	Is training given in the safe use of tools and machinery? Are manufacturers' manuals available?			

4	Have all vehicles & equipment been inspected, maintained?			
5	Is ventilation equipment working effectively?			
6	Are extension cords being used correctly? [not trip hazard, not used as permanent, not linked together, not in doorway, correct rating, only powering one appliance]			
7	Are floors free of oil spillage or leakage? Is absorbent available for immediate clean-up of spills and leaks?			
8	Are there metal containers for oily rags and for rubbish?			
9	Is piping & in-line equipment in good condition & no leaks?			
10	Are dangerous machine parts guarded to meet standards?			
11	Are covers or guardrails in place around open pits, tanks and ditches?			
H.	PERSONAL PROTECTION EQUIPMENT & INFORMATION	Yes	No	Comments / Action Requests
1	Is required equipment provided, maintained and used?			
2	Are resources available to deal with very hot or very cold conditions (drinking water, lined gloves, insulated boots)?			
3	Are warning signs prominently displayed in all hazard areas?			

ADDITIONAL COMMENTS OR REQUESTS: *safety improvements needed, equipment upgrades, training, etc.*

Supervisor Signature:

Date: