

City of Greenville

Department Safety Inspection

Department _____ Location _____

Date _____ Inspection Conducted By: _____

General:

- 1. Is personal protection equipment (eye protection, gloves, ear plugs, etc.) provided to all employees? _____ Yes _____ No
- 2. Are new employees aware of safety policies and properly trained? _____ Yes _____ No
- 3. Do all employees participate in monthly safety meetings? _____ Yes _____ No
- 4. Are all supervisors trained in CPR ? _____ Yes _____ No

Buildings / Grounds:

- 5. Walkways, stairs, ramps – in good repair, clear from obstruction, etc? _____ Yes _____ No
- 6. Floor area, clear from obstructions, trip hazards, etc.? _____ Yes _____ No
- 7. Proper exit signs in place? _____ Yes _____ No
- 8. Emergency lighting in proper working order? _____ Yes _____ No
- 9. Electrical wiring in good order- no bare wires, cover plates, overloaded receptacles? _____ Yes _____ No
- 10. Housekeeping- waste disposal, work area clean, tripping hazards, etc.? _____ Yes _____ No
- 11. Grounds Maintenance- sidewalks, walkways and lawns unobstructed from unnecessary objects? _____ Yes _____ No
- 12. Parking lots- free from conditions that could cause an accident? _____ Yes _____ No

Fire/ First Aid

- 13. Fire extinguishers- Proper location, type and size: charged and current inspection? _____ Yes _____ No
- 14. Fire evacuation plan in effect and posted? _____ Yes _____ No
- 15. First Aid equipment available? _____ Yes _____ No
- 16. CPR training made available to all employees? _____ Yes _____ No

Material Storage:

- 17. Flammable materials stored properly, safety cans, proper locations, etc.? _____ Yes _____ No
- 18. Storage and handling of chemicals / pesticides: MSDS are completed and _____ Yes _____ No

Tools:

- 19. Power tools in good repair- guards, shields in place, pulley covers, etc.? Yes No
- 20. Hand tools in good condition? Yes No
- 21. Extension cords- bare wires, grounded, etc.? Yes No
- 22. Ladders- sturdy condition, good repair, etc.? Yes No

Vehicles:

- 23. Daily vehicle checklist being completed- preventive maintenance being Yes No
- 24. Vehicles maintenance records are kept? Yes No
- 25. Vehicles are equipped with all necessary safety items pertaining to the particular job- fire extinguishers, wheel chocks, first aid kit, etc.? Yes No

COMMENTS:
