

# Risk Assessment Checklist



The (Insert City Name) Safety Inspection Policy requires departments to conduct regular safety audits of areas under their control. The attached checklist was designed to assist departments in fulfilling this responsibility.

This checklist is to be used as the standard throughout the City but should not be considered to be all-inclusive. Because of this, the checklist can be modified to meet individual facility requirements by adding site-specific items in **Section Q**. If a department has operations, equipment, or processes not covered by this checklist, the Safety Department can assist you in developing a checklist specific to your needs.

It is important to document that every item has been reviewed. Do not just leave items blank if they do not apply. Carefully and honestly assess each item that is pertinent and select the appropriate response. If a particular item or heading does not exist in the area/facility being audited, please note this on the checklist by one of the following methods:

- Mark the "N / A" column
- Draw a diagonal line through the particular item(s) description or through the entire section, if not applicable to the area/facility.

The checklist has been designed so that a **"YES"** answer is the compliant response to all questions. Negative responses will require explanations in the comments section and completion of a corrective action plan which is to be monitored until the problem has been resolved. The corrective action plan will be retained with the safety checklist.

When the inspection is completed, management should assess and prioritize all the **"NO"** marks, decide what to do to correct the situation, and set a target date for completion. After the problem is corrected, the date of correction should be entered in the "Action Completed" column next to that inspection checklist item. Completed safety inspection checklists are to be kept by the Department for at least three (3) years. The Safety Department will conduct periodic compliance checks of these records.

The frequency of inspection is dependent upon the particular facility being inspected, but at a minimum inspections are to be conducted on a quarterly basis. Inspections are to be completed and submitted to the Department Director according to the chart below.

Frequency	Deadline
1 <sup>st</sup> Qtr	March 30
2 <sup>nd</sup> Qtr	June 30
3 <sup>rd</sup> Qtr	September 30
4 <sup>th</sup> Qtr	December 30

Prior to beginning inspection, review previous inspection reports to determine status of any open items.

# Safety Inspection Checklist

Building/Department(s): \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Start \_\_\_\_\_ Finished \_\_\_\_\_ Start \_\_\_\_\_ Finished \_\_\_\_\_

Inspector(s): \_\_\_\_\_ Building Coordinator: \_\_\_\_\_

Checklist Items	Yes	No	NA	Checklist Items	Yes	No	NA
<b>A. General-All Areas</b>				<b>G. Storage – Fire Protection</b>			
1. Are all ceiling tiles in place and in good condition?				1. Is the storage of combustibles in the work area held to a minimum to avoid a fire hazard?			
2. Is all furniture in good/stable condition and properly adjusted?				2. Is clearance of at least 18 inches maintained around fire sprinkler heads?			
3. Are wall-mounted book cases free of excessive material on top and not overloaded? (Chemicals & heavy items should not be stored above head height (6 feet)).				3. Are flammable/combustible liquids in excess of one day's operational supply kept in approved flammable materials storage (FMS) cabinets?			
4. Are all walking or working surfaces free of tripping/slipping hazards?				4. Are all FMS cabinets free of combustible materials (cardboard, paper, plastic, etc.)?			
5. Are emergency phone numbers and procedures posted at or near telephones?				5. Are all flammable containers properly closed/covered to control vapors?			
6. Are all fans equipped with a blade guard with openings no greater than ½ inch?				6. Are all flammable/combustible containers properly labeled/identified?			
7. Is consumption of food, beverage, etc., prohibited where required?				7. Are all refrigerators used for storage of flammable/combustible liquids/materials approved and explosion proof?			
<b>B. General – Shops</b>				<b>H. Storage – Compressed Gas Cylinders</b>			
1. Are machine and belt guards in place and in good condition?				1. Are all cylinders properly secured with straps or chains to prevent tipping/falling?			
2. Is pedestal machinery securely anchored to the floor?				2. Are protective valve caps in place when cylinder is not in use?			
3. Is equipment properly maintained and adjusted to prevent personal injury and equipment damage?				3. Are empty and full cylinders stored separately?			
4. Are compressed air nozzles at the correct pressure of 30 psi or less?				4. Are only chemically compatible cylinders stored together?			
5. Is all piping appropriately identified as to contents/direction of flow?				5. Are cylinder contents adequately labeled and easily seen?			
6. Are hot pipes and surfaces guarded against contact and clearly marked "HOT"?				6. Is the correct regulator being used for the cylinder service?			
7. Are areas requiring use of protective equipment (e.g., Eye Protection Required, etc.) adequately posted with warning signs and enforced?				7. Are highly toxic gases stored in vented gas cabinets?			
8. Is damaged/malfunctioning equipment tagged "OUT OF SERVICE"?				<b>I. Personal Protective Equipment</b>			
<b>C. Egress (Exits/Corridors)</b>				1. Is the requirement of use of protective equipment enforced?			
1. Are all corridors, stairwells, and exits unobstructed? (free of boxes, furnishings, clutter, etc)				2. Is the required personal protective equipment worn?			
2. Are all exit doors unobstructed?				3. When not in use, is personal protective equipment properly maintain/stored?			
3. Are exit signs posted and properly illuminated to clearly indicate exits? <i>Check also to see that emergency lights are in working order.</i>				4. Is personal protective equipment readily available for all personnel including visitors to the area?			
4. Are all exit doors able to be opened from the inside without special knowledge/keys?				5. Is all personal protective equipment free from damage and deterioration?			
5. Are exit doors free of slide bolts or locks?				6. Are all employees using respiratory protection properly trained and authorized by EH&S?			
<b>D. Electrical</b>				7. Is self-contained breathing equipment properly maintained/inspected?			
1. Is there at least three (3) feet clearance in front of electrical panels/breaker boxes?				<b>J. Railing/Elevated Work Areas</b>			
2. Are electric hand tools properly grounded/double insulated?				1. Are drain openings/pits in the floor or walking surfaces guarded to prevent tripping/slipping?			
3. Is the area free of extension cords?				2. Are toeboards in place on elevated platforms to prevent objects from falling off the platform?			
4. Is all electrical equipment plugged directly into wall outlets?				3. Are standard guardrails provided on elevated platforms?			
5. Are all cords/plugs free from damage or deterioration?				4. Are handrails provided and in good condition on stairways?			
6. Are switches and circuit breakers properly identified as to the service they are in and to what they control?				5. Are there provisions for safe access to elevated machinery/equipment?			
7. Are circuit breaker panels free of combustible materials?				<b>K. Ladders</b>			
8. Are covers plates in place on junction boxes to eliminate exposed wiring?				1. Are portable ladders in good repair and safe to use?			
9. Are "WARNING HIGH VOLTAGE" signs installed on high voltage enclosures for systems rated 600V or over?				2. Are mobile ladder stands in good condition?			
10. Is all electrical, including light fixtures, protected from physical damage by enclosure/guards?				3. Are standard guardrails provided on elevated platforms?			
<b>E. Emergency Equipment</b>				4. Are handrails provided and in good condition on stairways?			
1. Is emergency equipment (alarm pull boxes, eyewashes, showers, etc.) accessible and not blocked by equipment?				<b>L. Forklifts</b>			
2. Are emergency eyewashes provided in the required chemical areas?				1. Are defective forklifts taken out of service and tagged "DO NOT USE"?			
3. Are emergency showers provided in the required chemical areas?				2. Are forklift inspection forms current and maintained in a file?			
4. Is all emergency equipment in good condition?				3. Are load limits clearly posted in the area?			
5. Are spill kits accessible and fully stocked per list?				4. Are forklift operating rules clearly posted in the area?			
<b>F. Storage – General</b>				5. Are all operators trained and authorized?			
1. Is good housekeeping practiced in work area (Is it free of debris, combustibles, obstructions? Are aisles maintained?)?							
2. Is storage adequately supported/stable to avoid tipping/falling?							
3. Is there at least two (2) feet clearance between stacked materials and ceiling light?							



