

# SUPERVISOR SAFETY INSPECTION CHECKLIST

Name/Office Code:	Month of Inspection:	Location:
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Check applicable column. Mark N/A in "Yes" column if not applicable.  
Explain "NO" answers in remarks.

<b>SAFE AND UNSAFE ACTS</b>	<b>YES</b>	<b>NO</b>
<b>1. Reactions of people safe? People are not hiding unsafe acts by:</b>		
a. Adjusting personal protective equipment		
b. Changing position		
c. Rearranging job		
d. Stopping job		
e. Attaching grounds		
f. Performing lockouts.		
<b>2. Personal protective equipment safe? Being used as required for:</b>		
a. Head		
b. Eyes and face		
c. Ears		
d. Respiratory system		
e. Arms and hands		
f. Trunk		
g. Legs and feet		
<b>3. Positions of people (injury causes) safe? Free from danger of:</b>		
a. Striking against objects		
b. Being struck by objects		
c. Being caught in, on, or between objects		
d. Falling		
e. Contacting temperature extremes		
f. Contacting electric current		
g. Inhaling, absorbing, or swallowing a hazardous substance		
h. Overexertion		
i. Repetitive motions		
j. Awkward positions/static postures		
<b>4. Tools and equipment safe?</b>		
a. Right for the job		
b. Used correctly		
c. In safe condition		
<b>5. Procedures and orderliness safe?</b>		
a. Procedures adequate		
b. Procedures are known/understood		
c. Procedures are followed		
d. Orderliness standards adequate		
e. Orderliness standards are known/understood		
f. Orderliness standards are followed		

# SUPERVISOR SAFETY INSPECTION CHECKLIST - PAGE 2

Check applicable column. Mark N/A in "Yes" column if not applicable.  
Explain "NO" answers in remarks.

GENERAL	YES	NO
6. Walking surfaces safe (No slip, trip, or fall hazards such as electrical wires, wet areas, etc.)		
7. Work areas clean, sanitary, orderly, and adequately illuminated		
8. Paths to egress and exits maintained clear		
9. All exits clearly marked		
10. Appliances (heaters, coffee pots, etc.) have, and are in compliance with permits		
11. Emergency phone numbers posted		
12. Fire alarm pull stations visible and accessible		
13. Fire Evacuation Plans posted and current.		
14. Emergency lights functional (Test if possible)		
15. Fire doors left in closed position (unless automatic releasing type)		
16. Doors that could be mistaken as exits are marked appropriately (storage, not an exit, etc.)		
17. Electrical power strips/extension cords not connected in series		
18. Work supplies/materials stored in cabinets or in shelves		
19. Materials/equipment stored so that sharp objects are not a hazard		
20. Fire extinguisher inspection tag up-to-date		
21. Material Safety Data Sheets (MSDS)'s available for area chemicals		
COMPUTER ROOMS		
22. Paper, recording media and other combustibles minimum essential for efficient operation		
23. Floor pullers mounted on brackets and location identified		
24. Trash receptacles are self extinguishing type		
LABORATORY/SHOP AREAS		
25. Tools and equipment in good repair		
26. Machine guards in place and properly adjusted		
27. Compressed air for cleaning under 30 psi		
28. Combustible scrap, debris, and waste stored and removed properly		
29. PPE equipment in good condition		
30. Personnel protected from existing or potential falling objects		
31. Work positions, pits, holes, machines, and other hazards appropriately guarded		
32. Machines firmly anchored to prevent moving/tipping		
33. Vent and exhaust systems in proper working order.		
34. Compressed gas cylinders stored and restrained properly		
35. Chemical/Flammable storage cabinets good operating condition		
36. Chemicals clearly labeled for easy identification		
37. Flammable liquid drums properly grounded and bonded.		
38. Eyewash and safety showers inspected monthly		
39. Confined spaces clearly marked		
40. Lockout/Tagout procedures implemented properly		
41. Access working space maintained about electrical equipment		
42. Flex hoses, tubing and piping properly restrained		
43. Tubing, piping and tanks properly labeled for contents and pressure		

# SUPERVISOR SAFETY INSPECTION CHECKLIST - PAGE 3

Check applicable column. Mark N/A in "Yes" column if not applicable.  
Explain "NO" answers in remarks.

<b>MATERIAL HANDLING (WAREHOUSE AREAS)</b>	<b>YES</b>	<b>NO</b>
44. Floor load capacity signs posted in storage areas		
45. Industrial trucks equipped with horn, overhead guard and capacity		
46. Batteries charged in designated area with proper ventilation		

REMARKS: (List all findings and action taken for each.)

Supervisor Signature:

Date: