

City of Alva

Department Inspection Checklist

To be completed each month by the Department Supervisor/or a designated person.
(A completed copy of this will be given to the Safety Coordinator)

Date of inspection ___/___/_____ done by_____

Department Name_____

Building Address_____

EMPLOYER POSTING

- Is the required DOL workplace poster displayed in a prominent location where all employees are likely to see it? YES NO NA
- Are emergency telephone numbers posted where they can be readily found in case of emergency? YES NO NA
- Are “Material Safety Data Sheets” posted or otherwise made readily available to affected employees? YES NO NA
- Are signs concerning “Exiting from buildings,” room capacities, floor loading, biohazards posted where appropriate? YES NO NA
- Is the Summary of Occupational Illnesses and Injuries posted? (*OK300A*)
 YES NO NA

MEDICAL SERVICES AND FIRST-AID

- Is at least one employee on each shift currently qualified to render first aid?
 YES NO NA
- Have all employees who are expected to respond to medical emergencies as part of their work*
 - (1) received first-aid training; YES NO NA
 - (2) had hepatitis B vaccination made available to them; YES NO NA
 - (3) had appropriate training on procedures to protect them from bloodborne pathogens, including universal precautions; and YES NO NA
 - (4) have available and understand how to use appropriate personal protective equipment to protect against exposure to bloodborne diseases? YES NO NA
- Are medical personnel readily available for advice and consultation on matters of employees ‘health? YES NO NA
- Are first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed? YES NO NA
- Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled? YES NO NA

FIRE PROTECTION

- Are portable fire extinguishers provided in adequate number and type?
 YES NO NA
- Are fire extinguishers mounted in readily accessible locations? YES NO NA
- Are fire extinguishers recharged regularly and noted on the inspection tag?
 YES NO NA
- Are fire extinguishers checked monthly with documentation entered on the tag?
 YES NO NA
- Are employees periodically instructed in the use of extinguishers and fire protection procedures? YES NO NA

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

- Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials? YES NO NA
- Are approved safety glasses required to be worn at all times in areas where there is a risk of eye injuries such as punctures, abrasions, contusions or burns?
 YES NO NA
- Are employees who need corrective lenses (glasses or contacts in working environments having harmful exposures, required to wear only approved safety glasses, protective goggles, or use other medically approved precautionary procedures. YES NO NA
- Are protective gloves, aprons, shields, or other means provided?
 YES NO NA
- Are hard hats provided and worn where danger of falling objects exists?
 YES NO NA
- Are hard hats inspected periodically for damage to the shell and suspension system? YES NO NA
- Are approved respirators provided for regular or emergency use where needed?
 YES NO NA
- Is all protective equipment maintained in a sanitary condition and ready for use?
 YES NO NA
- Where food or beverages are consumed on the premises, are they consumed in areas where there is no exposure to toxic material, blood, or other potentially infectious materials. YES NO NA
- Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OSHA noise standard? YES NO NA

GENERAL WORK ENVIRONMENT

- Are all worksites clean, sanitary, and orderly? YES NO NA
- Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned up immediately and according to proper procedures? YES NO NA
- Are all toilets and washing facilities clean and sanitary? YES NO NA
- Are all work areas adequately illuminated? YES NO NA

WALKWAYS

- Are aisles and passageways kept clear? YES NO NA
- Are spilled materials cleaned up immediately? YES NO NA
- Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or the ground?
 YES NO NA

FLOOR AND WALL OPENINGS

- Are grates or similar type covers over floor openings such as floor drains of such design that foot traffic or rolling equipment will not be affected by the grate spacing? YES NO NA

STAIRS AND STAIRWAYS

- Are standard stair rails or handrails on all stairways having four or more risers?
 YES NO NA
- Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant? YES NO NA
- Are stairway handrails capable of withstanding a load of 200 pounds, applied within 2 inches of the top edge, in any downward or outward direction?
 YES NO NA