

County of San Bernardino

SAFETY SELF INSPECTION PROGRAM

It is the policy of San Bernardino County to eliminate hazards. In keeping with the provisions of the County Occupational Injury/Illness Prevention Program, each department head shall ensure that an effective safety inspection program is implemented. Inspection, evaluation, and correction of hazardous conditions and/or practices in the workplace is vital in eliminating occupational injury and illnesses.

The Safety Inspection Checklist can be used and modified for general use inspections. More in depth checklists can be obtained through Risk Management or through internal department creation.

The nature of the work environment as well as injury and illness frequency or severity determines frequency and type of safety inspections. **Management shall ensure that each work location is thoroughly inspected at least semi-annually.**

Records shall be maintained for at least one year from the date of the inspection.

County of San Bernardino SAFETY INSPECTION CHECKLIST

LOCATION:		INSPECTION DATE:	
DEPARTMENT:		INSPECTED BY:	
DESCRIPTION	O.K.	CORRECTIVE ACTION NEEDED/INITIATED	DATE
WALKING SURFACES			
Aisles/halls correctly established and clear			
No tripping hazards in evidence			
Floors clean, dry, free of hazards			
Carpets and rugs secure, good repair			
Outside walkways, parking areas, in good repair			
STAIRWAYS, RAMPS, STORAGE AREAS			
Adequate lighting suitable for work to be done			
Ramps have non-slip surface			
Stairways clear - not cluttered - good repair			
Emergency lighting in place, functioning			
Handrails/guardrails installed and in good condition			
Hazardous storage appropriate - containers labeled			
Cabinets, shelves, racks - secured against tipping			
DOCUMENTS/RECORDS			
OSHA 300 logs available			
Hazardous Communication/ SDS available			
Training/Meeting documentation maintained			
Required procedures, notices, rules posted			
EQUIPMENT, MACHINES, TOOLS			
Equipment/machines secured, guards in place			
Drawers closed when not in use			
Equipment furniture in good mechanical condition			
Fans guarded, secure from falling or tipping			
Paper cutter equipped with guard; blade spring functioning			
Safe step stools/ladders used when needed (non-rolling)			
Protective equipment available			
Supplies, materials, safely stacked			
Knives, scissors, other sharp tools used/stored correctly			
ELECTRIC HAZARDS			
Machines and equipment grounded			
Extension cords - isobar type only			
Condition of equipment cords (not patched or spliced)			
Condition of plugs and wall outlets			
Electric switch panels clear (at least 36" open area)			
Circuits not overloaded			
Coffee pots			
Appliances include safety switches			
FIRE PREVENTION			
Fire extinguishers properly located, marked, date inspected			
Emergency/evacuation plan posted			
Fire escapes clear - exits marked			
Fire doors not blocked open			
Sprinkler heads not blocked (24" ceiling clearance)			
Excess paper and trash removed			
SANITATION, WATER SUPPLY, PERSONAL PROTECTION			
Drinking water available			
Condition of toilet facilities			
Condition of approved eating areas			
Food scraps, peels, wrappings disposed of daily			
First-aid kit and supplies available			

USE REVERSE SIDE OF FORM FOR DEPARTMENT/SITE SPECIFIC INSPECTION ELEMENTS

