

## CHS Workplace Inspection Checklist

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	<b>Floors and Other Areas</b>	Yes	No	N/A
1	Are floors clean and clear of waste?	Yes	No	N/A
2	Are signs posted to warn of wet floors?	Yes	No	N/A
3	Are floors in good condition?	Yes	No	N/A
4	Are there holes, worn or loose planks or carpet sticking up?	Yes	No	N/A
5	Is anti-slip flooring used where spills, moisture or grease are likely?	Yes	No	N/A
6	Are there protruding objects such as nails, sharp corners, open cabinet drawers, trailing electrical wires?	Yes	No	N/A
7	Are personal items, such as clothing and lunch boxes, in assigned lockers or storage areas?	Yes	No	N/A
8	Is the work area congested?	Yes	No	N/A
9	Are floors well drained?	Yes	No	N/A
	<b>Aisles and Stairways</b>	Yes	No	N/A
10	Are aisles un obstructed and clearly marked?	Yes	No	N/A
11	Are mirrors installed at blind corners?	Yes	No	N/A
12	Are aisles wide enough to accommodate workers and equipment comfortably?	Yes	No	N/A
13	Are safe loading practices used with hand and power trucks, skids or pallets?	Yes	No	N/A
14	Is the workplace lighting adequate?	Yes	No	N/A
15	Are stairs well lit?	Yes	No	N/A
16	Are stairs covered with an anti-slip tread?	Yes	No	N/A
17	Are faulty stair treads repaired?	Yes	No	N/A
	<b>Spill Control</b>	Yes	No	N/A
18	Are all spills wiped up quickly?	Yes	No	N/A
19	Are procedures followed as indicated on the safety data sheet?	Yes	No	N/A
20	Are spill absorbents used for greasy, oily, flammable or toxic materials?	Yes	No	N/A
21	Are used rags and absorbents disposed of promptly and safely?	Yes	No	N/A
22	Is a spill area surrounded by a barrier to prevent a spill from spreading?	Yes	No	N/A
	<b>Equipment and Machinery Maintenance</b>	Yes	No	N/A
23	Is equipment in good working order, with all necessary guards or safety features operational or in place?	Yes	No	N/A
24	Is equipment damaged or outdated?	Yes	No	N/A
25	Are tools and machinery inspected regularly for wear and leaks?	Yes	No	N/A
26	Is equipment repaired promptly?	Yes	No	N/A
27	Are drip pans or absorbent materials used if leaks cannot be stopped at the source?	Yes	No	N/A
28	Is a machine that splashes oil fitted with a screen or splash guard?	Yes	No	N/A
29	Are machines and tools cleaned regularly?	Yes	No	N/A
	<b>Waste Disposal</b>	Yes	No	N/A
30	Are there adequate number of containers?	Yes	No	N/A
31	Are there separate and approved containers for toxic and flammable waste?	Yes	No	N/A
32	Are waste containers located where the waste is produced?	Yes	No	N/A
33	Are waste containers emptied regularly?	Yes	No	N/A
34	Are toxic and flammable waste chemicals handled properly?	Yes	No	N/A
	<b>Storage</b>	Yes	No	N/A
35	Are storage areas safe and accessible?	Yes	No	N/A
36	Is material stacked securely, blocked or interlocked if possible?	Yes	No	N/A

## CHS Workplace Inspection Checklist

(Storage Cont.)

37	Are materials stored in areas that do not obstruct stairs, fire escapes, exits or firefighting equipment?	Yes	No	N/A
38	Are materials stored in areas that do not interfere with workers or the flow of materials?	Yes	No	N/A
39	Are bins or racks provided where material cannot be piled?	Yes	No	N/A
40	Are all storage areas clearly marked?	Yes	No	N/A
41	Do workers understand material storage and handling procedures?	Yes	No	N/A
	<b>Electrical</b>	Yes	No	N/A
42	Are holiday decorations noncombustible and Underwriters Laboratories listed (UL-listed)?	Yes	No	N/A
43	Is there any evidence of electrical wiring overheating, blown fuses, tripped circuit breakers or worn insulation?	Yes	No	N/A
44	Are multiple plug outlets and use of extension cords kept to a minimum?	Yes	No	N/A
45	Are electrical receptacles/outlets installed properly, secured, and undamaged? (NFPA 1, Chapter 11, Section 11.1.3)	Yes	No	N/A
46	Extension cords are for temporary use only and may not be used as permanent wiring. Only appropriate gauged extension cord (wire gauge equal to or larger than wire coming from device equipment) shall be used. (NFPA 1, Chapter 11, Section 11.1.5.3.2)	Yes	No	N/A
47	Extension cords may be (TEMPORARILY) used in place of permanent wiring only if there is a current valid work request submitted to correct the electrical deficiency and the extension cords are unplugged from the wall or removed, when not in use. (NFPA 1, Chapter 11, Section 11.1.5.3.2)	Yes	No	N/A
48	Are work stations/desks set up near enough to electrical outlets for unauthorized extension cords or excessive numbers of power strips? (e.g. Daisy Chained) each one must be connected directly to an approved wall outlet. (NFPA 1, Chapter 11, Section 11.1.5.2.2)	Yes	No	N/A
49	Are grounded fault circuit interrupters in wet or damp location to protect personnel from electrocution?	Yes	No	N/A
50	Are all circuit breakers legibly marked?	Yes	No	N/A
	<b>Fire Prevention</b>	Yes	No	N/A
51	Are combustible and flammable materials present only in the quantities needed for the job at hand?	Yes	No	N/A
52	Are combustible and flammable materials kept in safety cans during use?	Yes	No	N/A
53	Are hazardous materials stored in approved containers and away from ignition sources?	Yes	No	N/A
54	Are sprinkler heads clear of stored material?	Yes	No	N/A
55	Are fire extinguishers inspected and located along commonly travelled routes, and close to possible ignition sources?	Yes	No	N/A
56	Are oily or greasy rags placed in metal containers and disposed of regularly?	Yes	No	N/A
	Inspector:			
	Date:			
	Location:			
	CHS FORM 2016-1			