**Supervisor’s Checklist for Employee Safety**

**Inspector: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- |
| **Accident Prevention** | **Yes/No** | **NA** | **Comments/Notes** |
| BUILDING EXTERIOR |  |  |  |
| Parking lots and sidewalks have adequate lighting. |  |  |  |
| Are parking lot traffic signs in good condition (especially stop signs) and easily viewed by motorists? |  |  |  |
| Parking lots and driveways are free of any damaged surfaces, such as potholes or broken pieces that create trip-and-fall hazards. |  |  |  |
| Do ramps/stairs have slip resistant surfaces in good condition |  |  |  |
| Entryway mats are at every entrance and in good condition. |  |  |  |
| Access points into buildings are kept free from vegetation to reduce hiding places for potential intruders. |  |  |  |
| EVACUATION ROUTES |  |  |  |
| There is adequate interior lighting to illuminate entrances and exits. |  |  |  |
| Exits and evacuation routes are clear and unobstructed. |  |  |  |
| Interior stairways are provided with adequate lighting and non-slip surfaces. |  |  |  |
| Exits are properly marked with illuminated signs for exterior doors. |  |  |  |
| Exit route maps are displayed throughout the facility. |  |  |  |
| Emergency lighting is adequate and tested regularly. |  |  |  |
| Emergency telephone numbers are posted by telephones. |  |  |  |
| EMERGENCY EQUIPMENT |  |  |  |
| Fire extinguishers are visually checked monthly. |  |  |  |
| Plumbed eyewash stations are activated weekly. |  |  |  |
| Eyewash stations and chemical showers are inspected annually. |  |  |  |
| Portable eyewash stations are refilled monthly (or every 3 months with solution). |  |  |  |
| ELECTRICAL SAFETY |  |  |  |
| Outlet expansions are surge protected. |  |  |  |
| Extension cords are out of walkways or have proper cord covers? |  |  |  |
| Temporary plug in light strings are kept up for no more than 90 days. |  |  |  |
| Personal plug in electrical items are UL certified. |  |  |  |
| Electrical outlets located near water are equipped with GFCI receptacles. |  |  |  |
| Extension cords are only used temporarily and not run through doors, windows, or ceiling openings. |  |  |  |
| Power cords for appliances and extension cords are in good physical condition. |  |  |  |
| High voltage items are plugged into wall outlets only, not surge protectors (fridge, microwave, etc.). |  |  |  |
| There is at least a 3-foot clearance in front of all electrical panels. |  |  |  |
| Doors on circuit breaker and fuse box panels are kept closed. |  |  |  |
| A “blank” is used to cover the space where a breaker was removed from an energized breaker panel. |  |  |  |
| Circuits are identified on circuit breaker doors or fuse box covers. |  |  |  |
| Unused knockout spaces on circuit panels or junction boxes are covered with plugs or plates. |  |  |  |
| Metal ladders are not used in areas containing electrical current. |  |  |  |
| CHEMICAL USE |  |  |  |
| Chemicals are properly stored. |  |  |  |
| Flammable chemicals are kept in a compliant flammable cabinet. |  |  |  |
| There is an SDS for every chemical. |  |  |  |
| Unauthorized chemicals are not brought in. |  |  |  |
| ERGONOMICS |  |  |  |
| Keyboards and mice arranged to allow people to have their arms remain close to their body and at about a 90-degree angle between forearms and upper arms. |  |  |  |
| Monitors are placed about an arm’s length away from the seated position with the top of the monitors at or slightly below eye level. |  |  |  |
| Document holders are used to hold and position work to help posture. |  |  |  |
| GENERAL SAFETY |  |  |  |
| Floors/aisles are clutter free. |  |  |  |
| Work spaces are neat and organized, not too cluttered. |  |  |  |
| No heavy items stored above shoulder height. |  |  |  |
| De-icers are used in freezing weather conditions. |  |  |  |
| Stepstools/ladders are routinely inspected, in good condition, and have legible manufacturer’s stickers. |  |  |  |