



MONTHLY HOUSEKEEPING INSPECTION SHEET

DEPARTMENT _____

TODAY'S DATE : _____

INSPECTED BY : _____

| <u>FIRE HAZARDS</u> | <u>PASS</u> | <u>FAIL</u> | <u>N/A</u> | <u>COMMENTS</u> |
|--|-------------|-------------|------------|-----------------|
| Are fire extinguishers checked, tagged and accessible? | | | | |
| Are fire extinguishers proper types for exposure? | | | | |
| Are fire extinguishers blocked or obscured? | | | | |
| Are fire escape routes adequate, accessible and safe? | | | | |
| Are solvents/flammables properly stored and handled? | | | | |
| Are all areas clear of flammable waste and rubbish? | | | | |

| <u>FLOORS</u> | <u>PASS</u> | <u>FAIL</u> | <u>N/A</u> | <u>COMMENTS</u> |
|--|-------------|-------------|------------|-----------------|
| Are floors clear of trip hazards (cords, boxes, etc.)? | | | | |
| Is surface free of slipperiness, etc.? | | | | |
| Are permanent and temporary openings properly guarded? | | | | |

| <u>STAIRS</u> | <u>PASS</u> | <u>FAIL</u> | <u>N/A</u> | <u>COMMENTS</u> |
|--|-------------|-------------|------------|-----------------|
| Is light adequate and maintained? | | | | |
| Are beams and stringers in safe condition? | | | | |
| Are stairs free of broken or split treads? | | | | |
| Are handrails adequate and secure? | | | | |

| <u>RAMPS AND PLATFORMS</u> | <u>PASS</u> | <u>FAIL</u> | <u>N/A</u> | <u>COMMENTS</u> |
|--|-------------|-------------|------------|-----------------|
| Are ramps and platforms of adequate strength? | | | | |
| Are surfaces unobstructed and non-slip? | | | | |
| Are handrails and toeboards adequate and secure? | | | | |

| <u>GENERAL CONDITIONS</u> | <u>PASS</u> | <u>FAIL</u> | <u>N/A</u> | <u>COMMENTS</u> |
|---|--------------------|--------------------|-------------------|------------------------|
| Is First-Aid equipment adequate and properly used? | | | | |
| Proper lighting throughout job location? | | | | |
| Is there adequate ventilation throughout? | | | | |
| Is housekeeping adequate? | | | | |
| Are MSDS sheets readily available? | | | | |
| Are tools properly maintained? | | | | |
| Is adequate safety equipment and clothing provided? | | | | |

| <u>MACHINE HAZARDS</u> | <u>PASS</u> | <u>FAIL</u> | <u>N/A</u> | <u>COMMENTS</u> |
|---|--------------------|--------------------|-------------------|------------------------|
| Gears, pulleys, machine parts properly guarded? | | | | |
| Safety type setscrews throughout? | | | | |
| Are points of operation properly guarded? | | | | |
| Are guards interlocked where necessary? | | | | |

| <u>UNSAFE PRACTICES</u> | <u>PASS</u> | <u>FAIL</u> | <u>N/A</u> | <u>COMMENTS</u> |
|-------------------------------------|--------------------|--------------------|-------------------|------------------------|
| Existence of unsafe practices? | | | | |
| Personal protective equipment used? | | | | |
| Following safety rules? | | | | |

| <u>ELECTRICAL EQUIPMENT</u> | <u>PASS</u> | <u>FAIL</u> | <u>N/A</u> | <u>COMMENTS</u> |
|--|--------------------|--------------------|-------------------|------------------------|
| Switchboard, transformers, wiring and controls adequate? | | | | |
| Apparatus marked, grounded and guarded? | | | | |
| Are portable tools/equipment grounded? | | | | |
| Are lines marked for voltage? | | | | |
| Adequate lock-out devices? | | | | |

| <u>OTHER</u> | <u>PASS</u> | <u>FAIL</u> | <u>N/A</u> | <u>COMMENTS</u> |
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