

# HEALTH & SAFETY INSPECTION SHEET



## DEPAUL STAFFING

**Customer Name:** \_\_\_\_\_

**Customer Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Inspection Completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# HEALTH & SAFETY INSPECTION CHECKLIST

## General

	Y	N	N/A	Comments/Date Corrected
Workplace clean and orderly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety hazards identified and documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits cleared of obstructions and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stored materials secure & limited in height to prevent collapse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Suitable warning signs and tags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid kit locations identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eye wash stations location identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Training

	Y	N	N/A	Comments/Date Corrected
New employees given basic safety training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Job-specific safety training held for employees on a regular basis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personnel familiar with applicable Material Safety Data Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All personnel familiar with emergency evacuation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Safe Lifting

	Y	N	N/A	Comments/Date Corrected
Workers trained on and using safe lifting techniques.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Size up/test load	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Avoid heavy loads – split into smaller loads or ask for help	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When lifting, bend knees to take pressure off the back	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Consciously firm up abdominals when lifting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Never twist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Fire

	Y	N	N/A	Comments/Date Corrected
Emergency exit signs lit properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire alarms and fire extinguishers are visible and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stairway doors are kept closed unless equipped with automatic closing device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18" vertical clearance is maintained below all sprinkler heads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are serviced annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corridors and stairways are kept free of obstruction and not used for storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Equipment & Machinery

	Y	N	N/A	Comments/Date Corrected
Clean and working properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical cord in good condition with proper grounding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Only extension cords with circuit breakers, and multiple connectors are used – but not as fixed wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sufficient clearances from combustibles (paper, cardboard or combustible liquids)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequately ventilated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency stop mechanisms and dead-man switches identified and in proper working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mechanical safeguards in place and in proper working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate Personal Protective Equipment (PPE) available to employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

# HEALTH & SAFETY INSPECTION CHECKLIST

## Hazardous Material

	Y	N	N/A	Comments/Date Corrected
Original product names (or full chemical names) and hazards clearly identified on labels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Containers of non-hazardous substances (e.g., water) labeled explicitly to avoid confusion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Only extension cords with circuit breakers, and multiple connectors are used – but not as fixed wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Secondary containment provided for liquid chemicals, as required (see Stanford Safety Manual) and used for dry chemicals next to or below liquids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No hazardous materials stored next to or above sinks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incompatible chemicals (including solids) segregated by Stanford's Compatible Storage Groups (see SU Safety Manual)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All chemical containers capped and sealed, except when actively adding or removing materials from them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flammable liquids (including flammable liquid wastes) not stored outside of a storage cabinet if in excess of 10 gallons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employees have completed hazard communication training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MSDSs and chemical inventory list are readily accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lock out – Tag out program Identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Hazardous Waste

	Y	N	N/A	Comments/Date Corrected
Waste containers are sturdy, routinely inspected for leaks, compatible with the waste, and kept closed (i.e., no funnels left sticking out) using screw caps or other tight-fitting closure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Containers are labeled with the initial date of accumulation, the words "HAZARDOUS WASTE," the waste's physical state and hazardous properties, and full chemical names	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Not stored for more than 9 months from the initial date of accumulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste pick-up forms submitted for wastes stored more than 8 months from the initial date of accumulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Red bags are only used for infectious wastes, no other wastes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Site-Specific Information

	Y	N	N/A	Comments/Date Corrected
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	