



### Supervisor's Facility and Administrative Inspection Checklist

Building/Department \_\_\_\_\_

This checklist is intended only as a guide in reviewing general facility and administrative items. Only unsatisfactory items and their location need to be identified by a check. Those items identified as unsatisfactory should be targeted for corrective action.

FACILITY AND OPERATIONS	Check If Action Required	Location/Comments/Action Required
<b>Machinery and Equipment</b>		
General safeguarding provided and in place	_____	_____
Operators properly attired (no loose clothing, jewelry)	_____	_____
Point of operation safeguarding provided and functioning properly	_____	_____
Proper tools provided for cleanup and adjustments	_____	_____
Other:	_____	_____
<b>Materials Handling and Storage</b>		
Manual materials-handling equipment in good condition	_____	_____
Powered materials-handling equipment in good condition	_____	_____
Hazardous and toxic materials handled, stored, and transported in accordance with regulatory requirements	_____	_____
Storage areas properly illuminated	_____	_____
Cylinders transported and stored in upright position; properly secured	_____	_____
Shipping/receiving areas in good condition	_____	_____
Racking and other storage procedures followed	_____	_____
Wheel chocks and restraining devices available/ functioning properly	_____	_____
Other:	_____	_____
<b>Hand and Portable Power Tools</b>		
Correct tools provided	_____	_____
Hand tools and power equipment in good condition	_____	_____
Guards are in place, adjusted properly	_____	_____
Grinding wheel tool rest is within 1/8 in. of wheel	_____	_____
Stored tools are locked and/or secured	_____	_____
Electrical tools GFCI protected	_____	_____
Electrical tools and receptacles grounded	_____	_____
Other:	_____	_____

Figure 6-1. A supervisor's facility and administrative inspection checklist, such as this one, can be used as a guide for reviewing general facility items.



Fire Protection		
Provided as required	_____	_____
Inspected as marked	_____	_____
Location identified	_____	_____
Locations are readily accessible	_____	_____
Alarm system tested (as required)	_____	_____
Fire doors in good operating condition	_____	_____
Exits marked and accessible	_____	_____
Fire detectors working	_____	_____
Other:	_____	_____
Electrical		
Outlet boxes covered	_____	_____
Electric cords properly placed	_____	_____
Outlet circuits properly grounded	_____	_____
Portable electric tools:		
• GFCI protected	_____	_____
• Double insulated	_____	_____
• Grounded as required	_____	_____
Switches in clean, closed boxes	_____	_____
Switches properly identified	_____	_____
Circuit fuses, circuit breakers identified	_____	_____
Motors are clean, free of oil, grease, and dust	_____	_____
Approved extension cords in good condition	_____	_____
Other:	_____	_____
Housekeeping/Maintenance		
Work areas maintained in clean and orderly condition	_____	_____
Floors, aisles, work areas free of obstruction, slipping and tripping hazards	_____	_____
Washrooms and change facilities clean and well maintained	_____	_____
Tools, equipment, and materials properly stored when not in use	_____	_____
Waste materials stored in appropriate containers and disposed of in a safe manner	_____	_____
Scheduled maintenance	_____	_____
General ventilation systems	_____	_____
Local exhaust systems (paint booths, welding areas, etc.)	_____	_____
Machinery (lubrication, belts, servicing, etc.)	_____	_____

Figure 6-1. (Continued)



<b>Personal Protective Equipment</b>		
Equipment (determined by exposure):		
• Head protection	_____	_____
• Eye protection	_____	_____
• Ear protection	_____	_____
• Foot protection	_____	_____
• Clothes	_____	_____
• Hand protection	_____	_____
• Respiratory protection	_____	_____
Personal protective equipment procedure in place	_____	_____
Other:	_____	_____
<b>Administrative</b>		
Training records:		
• Safety and health orientation	_____	_____
• Hazard communication (right to know)	_____	_____
• Safe operating procedures	_____	_____
• Confined space entry procedures	_____	_____
• Lockout/tagout	_____	_____
• Evacuation emergency response	_____	_____
• Equipment/vehicle operation	_____	_____
• Fire protection equipment use	_____	_____
• Other	_____	_____
Plans:		
• Disaster preparedness	_____	_____
• Chemical emergencies/spills	_____	_____
• Fire/evacuation	_____	_____
• Emergency medical	_____	_____
• Equipment maintenance	_____	_____
• Other	_____	_____
Records/reports		
• Injury/illness	_____	_____
• Accidents/incidents	_____	_____
• MSDSs	_____	_____
• Inspection summaries	_____	_____
• Noise surveys	_____	_____
• Equipment service logs	_____	_____
• Other:	_____	_____
Other:		
• OSHA-required postings	_____	_____
• Emergency phone listings	_____	_____
• Required labeling	_____	_____
• Defective equipment procedure in place	_____	_____
Completed by:	_____	
Date:	_____	
Route to:		
<input type="radio"/> Maintenance	<input type="radio"/> Engineering	<input type="radio"/> Other

Figure 6-1. (Concluded)