

Safety Inspection Check List

Calendar Year _____

January

INSPECTION	DATE CHECKED	STAFF INITIALS
<u>Fire Extinguisher</u> ➤ Nothing blocking extinguishers ➤ Yellow needle located in green zone ➤ Extinguisher flipped upside down to mix chemicals ➤ Update inspection date on extinguisher tag ➤ Annual service (Stump's 419-424-3150)		
<u>First Aid Kit</u> ➤ Located in designated spot ➤ Sign is visible ➤ Contents replenished ➤ Expired products discarded and replaced		
<u>Exit Signs and Emergency Lights</u> ➤ Signs are fully lit ➤ All safety lights are operational when power is terminated for 30 seconds		
<u>GFCI Outlets</u> ➤ Test GFCI outlets in bathrooms, kitchenette & outdoors (located in front landscaping and conference room door)		
<u>Electrical Panel</u> ➤ Nothing blocking electrical panel ➤ Light in panel closet is operational ➤ Flashlight in panel closet is operational		
<u>Furnace</u> ➤ Change furnace filter		
<u>Safety Training</u> See Staff Meeting Agenda dated: _____		
<u>Post Prior Year Summary of Work-related Injuries/Illnesses</u>		

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February

INSPECTION	DATE CHECKED	STAFF INITIALS
<u>Fire Extinguisher</u> ➤ Nothing blocking extinguishers ➤ Yellow needle located in green zone ➤ Extinguisher flipped upside down to mix chemicals ➤ Update inspection date on extinguisher tag		
<u>First Aid Kit</u> ➤ Located in designated spot ➤ Sign is visible ➤ Contents replenished ➤ Expired products discarded and replaced		
<u>Exit Signs and Emergency Lights</u> ➤ Signs are fully lit ➤ All safety lights are operational when power is terminated for 30 seconds		
<u>GFCI Outlets</u> ➤ Test GFCI outlets in bathrooms, kitchenette & outdoors (located in front landscaping and conference room door)		
<u>Electrical Panel</u> ➤ Nothing blocking electrical panel ➤ Light in panel closet is operational ➤ Flashlight in panel closet is operational		
<u>Safety Training</u> See Staff Meeting Agenda dated: _____		

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March

INSPECTION	DATE CHECKED	STAFF INITIALS
<u>Fire Extinguisher</u> ➤ Nothing blocking extinguishers ➤ Yellow needle located in green zone ➤ Extinguisher flipped upside down to mix chemicals ➤ Update inspection date on extinguisher tag		
<u>First Aid Kit</u> ➤ Located in designated spot ➤ Sign is visible ➤ Contents replenished ➤ Expired products discarded and replaced		
<u>Exit Signs and Emergency Lights</u> ➤ Signs are fully lit ➤ All safety lights are operational when power is terminated for 30 seconds		
<u>GFCI Outlets</u> ➤ Test GFCI outlets in bathrooms, kitchenette & outdoors (located in front landscaping and conference room door)		
<u>Electrical Panel</u> ➤ Nothing blocking electrical panel ➤ Light in panel closet is operational ➤ Flashlight in panel closet is operational		
<u>Furnace</u> ➤ Change furnace filter		
<u>Safety Training</u> See Staff Meeting Agenda dated: _____		

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April

INSPECTION	DATE CHECKED	STAFF INITIALS
<u>Fire Extinguisher</u> ➤ Nothing blocking extinguishers ➤ Yellow needle located in green zone ➤ Extinguisher flipped upside down to mix chemicals ➤ Update inspection date on extinguisher tag		
<u>First Aid Kit</u> ➤ Located in designated spot ➤ Sign is visible ➤ Contents replenished ➤ Expired products discarded and replaced		
<u>Exit Signs and Emergency Lights</u> ➤ Signs are fully lit ➤ All safety lights are operational when power is terminated for 30 seconds		
<u>GFCI Outlets</u> ➤ Test GFCI outlets in bathrooms, kitchenette & outdoors (located in front landscaping and conference room door)		
<u>Electrical Panel</u> ➤ Nothing blocking electrical panel ➤ Light in panel closet is operational ➤ Flashlight in panel closet is operational		
<u>Safety Training</u> See Staff Meeting Agenda dated: _____		
<u>Remove Prior Year Summary of Work-related Injuries/Illnesses (place in safety log)</u>		
TURN OFF BACK ROOM HEATER		

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May

INSPECTION	DATE CHECKED	STAFF INITIALS
<u>Fire Extinguisher</u> ➤ Nothing blocking extinguishers ➤ Yellow needle located in green zone ➤ Extinguisher flipped upside down to mix chemicals ➤ Update inspection date on extinguisher tag		
<u>First Aid Kit</u> ➤ Located in designated spot ➤ Sign is visible ➤ Contents replenished ➤ Expired products discarded and replaced		
<u>Exit Signs and Emergency Lights</u> ➤ Signs are fully lit ➤ All safety lights are operational when power is terminated for 30 seconds		
<u>GFCI Outlets</u> ➤ Test GFCI outlets in bathrooms, kitchenette & outdoors (located in front landscaping and conference room door)		
<u>Electrical Panel</u> ➤ Nothing blocking electrical panel ➤ Light in panel closet is operational ➤ Flashlight in panel closet is operational		
<u>Safety Training</u> See Staff Meeting Agenda dated: _____		
<u>Furnace</u> ➤ Change furnace filter		

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June

INSPECTION	DATE CHECKED	STAFF INITIALS
<u>Fire Extinguisher</u> ➤ Nothing blocking extinguishers ➤ Yellow needle located in green zone ➤ Extinguisher flipped upside down to mix chemicals ➤ Update inspection date on extinguisher tag		
<u>First Aid Kit</u> ➤ Located in designated spot ➤ Sign is visible ➤ Contents replenished ➤ Expired products discarded and replaced		
<u>Exit Signs and Emergency Lights</u> ➤ Signs are fully lit ➤ All safety lights are operational when power is terminated for 1 hour 30 minutes		
<u>GFCI Outlets</u> ➤ Test GFCI outlets in bathrooms, kitchenette & outdoors (located in front landscaping and conference room door)		
<u>Electrical Panel</u> ➤ Nothing blocking electrical panel ➤ Light in panel closet is operational ➤ Flashlight in panel closet is operational		
<u>Safety Training</u> See Staff Meeting Agenda dated: _____		

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July

INSPECTION	DATE CHECKED	STAFF INITIALS
<u>Fire Extinguisher</u> ➤ Nothing blocking extinguishers ➤ Yellow needle located in green zone ➤ Extinguisher flipped upside down to mix chemicals ➤ Update inspection date on extinguisher tag		
<u>First Aid Kit</u> ➤ Located in designated spot ➤ Sign is visible ➤ Contents replenished ➤ Expired products discarded and replaced		
<u>Exit Signs and Emergency Lights</u> ➤ Signs are fully lit ➤ All safety lights are operational when power is terminated for 30 seconds		
<u>GFCI Outlets</u> ➤ Test GFCI outlets in bathrooms, kitchenette & outdoors (located in front landscaping and conference room door)		
<u>Electrical Panel</u> ➤ Nothing blocking electrical panel ➤ Light in panel closet is operational ➤ Flashlight in panel closet is operational		
<u>Safety Training</u> See Staff Meeting Agenda dated: _____		
<u>Furnace</u> ➤ Change furnace filter		

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August

INSPECTION	DATE CHECKED	STAFF INITIALS
<u>Fire Extinguisher</u> ➤ Nothing blocking extinguishers ➤ Yellow needle located in green zone ➤ Extinguisher flipped upside down to mix chemicals ➤ Update inspection date on extinguisher tag		
<u>First Aid Kit</u> ➤ Located in designated spot ➤ Sign is visible ➤ Contents replenished ➤ Expired products discarded and replaced		
<u>Exit Signs and Emergency Lights</u> ➤ Signs are fully lit ➤ All safety lights are operational when power is terminated for 30 seconds		
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September

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<u>First Aid Kit</u> ➤ Located in designated spot ➤ Sign is visible ➤ Contents replenished ➤ Expired products discarded and replaced		
<u>Exit Signs and Emergency Lights</u> ➤ Signs are fully lit ➤ All safety lights are operational when power is terminated for 30 seconds		
<u>GFCI Outlets</u> ➤ Test GFCI outlets in bathrooms, kitchenette & outdoors (located in front landscaping and conference room door)		
<u>Electrical Panel</u> ➤ Nothing blocking electrical panel ➤ Light in panel closet is operational ➤ Flashlight in panel closet is operational		
<u>Safety Training</u> See Staff Meeting Agenda dated: _____		
<u>Furnace</u> ➤ Change furnace filter		
<u>Fire Drill</u> ➤ Determine location of fire & note employee response		

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October

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<u>Fire Extinguisher</u> ➤ Nothing blocking extinguishers ➤ Yellow needle located in green zone ➤ Extinguisher flipped upside down to mix chemicals ➤ Update inspection date on extinguisher tag		
<u>First Aid Kit</u> ➤ Located in designated spot ➤ Sign is visible ➤ Contents replenished ➤ Expired products discarded and replaced		
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November

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<u>Furnace</u> ➤ Change furnace filter		

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December

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