

MONTHLY HOUSEKEEPING INSPECTION SHEET

Department:	Inspected by:	Date:			
General Conditions	Pass	Fail	NA	Comments	
Light is adequate and maintained in all work areas					
Ventilation is adequate throughout area					
Housekeeping is adequate					
SDS documents are readily available					
First-aid equipment is adequate and properly used					
Tools are properly maintained					
Floors	Pass	Fail	NA	Comments	
Floors are clear of trip hazards- <i>cords, boxes, etc...</i>					
Surfaces are non slip					
Temporary/permanent openings are properly guarded					
Stairs, Ramps and Platforms	Pass	Fail	N/A	Comments	
Light is adequate and maintained					
Beams and stringers are in safe condition					
Surfaces are unobstructed and non-slip					
Handrails and toe-boards are adequate and secure					
Stairs are free of broken or split treads					
Ramps and platforms are adequate and secure					
Fire Hazards	Pass	Fail	N/A	Comments	
Fire extinguishers checked and tagged					
Fire extinguishers are proper types for exposure					
Fire extinguishers are accessible- <i>not blocked or obscured</i>					
Solvents/flammables are properly handled and stored					
Fire escapes routes are adequate, accessible and safe					
Areas are clear of flammable waste and rubbish					
Electrical Equipment/Machine Hazards	Pass	Fail	N/A	Comments	
Switchboard, transformers, wiring and controls adequate					
Apparatus marked, grounded and guarded					
Portable tools and equipment are grounded					
All points of operation are properly guarded					
Lock-out devices are adequate					
Unsafe Practices	Pass	Fail	N/A	Comments	
Personal protective equipment is used					
Safety rules are followed					
Other areas needing further review:					