

The School District of Pittsburgh
Operations / Finance
Risk Management

Workplace Inspection Checklist

Work Site Location (Name and Address)

Person making the inspection

Date

Inspection: (Check One)
YES NO

1) Are employees wearing appropriate personal protective equipment?

- Safety goggles and or face wear _____
- Gloves _____
- Footwear _____
- Hard hat _____
- Respirators or Dust masks _____
- Hearing protection _____
- Aprons _____
- Oven Mitts _____
- Protective Chaps _____

2) Housekeeping:

- Are emergency exits defined and exit lights functional? _____
- Are exits well-marked and clear of debris? _____
- Are walkways and aisles clear? _____
- Are working surfaces clean? _____
- Do employees know emergency procedures? _____
- Is evacuation route displayed in a prominent place? _____
- Can the employee describe the location of emergency route? _____

3) Hazard Communication:

- Are material safety data sheets available? _____
- Do all chemical containers have appropriate labels? _____
- Are chemical inventory lists up to date? _____
- Are Chemicals safely stored _____

- Are appropriate quantities being stored? _____
- Is there a liquefied petroleum safety container in use? _____

4) Ladders, railings and scaffold safety

- Are ladders appropriately numbered for inventory purposes? _____
- Have ladders been properly inspected and recorded? _____
- Are ladders appropriately stored? _____
- Have all damaged ladders been removed from service? _____
- Are the ladders on site marked with appropriate ratings? _____
- Are railings properly secured to vertical surfaces? _____
- Are any railings damaged or missing? _____
- Are scaffolds properly stored? _____
- Are scaffolds properly numbered for inventory? _____
- Have all damaged scaffolds been removed from service? _____
- Is there fall arrest equipment on site? Are employees trained? _____

5) Lighting:

- Are any light fixtures not working? _____
- Are appropriate work requests submitted for repairs? _____
- Do light fixtures have appropriate diffusers in place? _____

6) Material Storage:

- Is material organized and neatly stored? _____
- Are aisles clear of debris? _____
- Is the appropriate shelving being used? _____
- Is the floor clean? _____
- Is there sufficient lighting? _____
- Are appropriate safety containers used for hazardous materials? _____
- Are there material safety data sheets available for hazardous materials? _____
- Has the employee been trained in the use of M.S.D.S. _____

7) Confined Space:

- Have confined spaces been identified? _____
- Are there any confined spaces identified as (permit required?) _____
- Is there equipment on site for use in the confined space? _____

8) Fire Prevention:

- Are fire evacuation drills completed and recorded each month? _____
- Are the records of the drills made available for inspection? _____

- Is the fire alarm system in operating order? _____
- Are fire extinguishers inspected and up-to-date? _____
- Are there any fire extinguishers missing? _____
- Are exit signs in place and operating? _____
- Are blocked exits used as part of the evacuation drills? _____
- Are severe weather drills practiced annually? _____
- Are personal space heaters being used in the building? _____
- Have all employees been instructed in the use of emergency flip charts? _____

9) Equipment and tools (motorized and mechanical)

- Is all equipment and tools in good repair? _____
- Equipment in need of repair taken out of service? _____
- Are all electrical connections and cords in good condition? _____
- Is the equipment and tools properly suited for the work? _____
- Are all safe guards in place and working correctly? _____
- Are portable tools stored safely? _____
- Are only appropriate extension cords being used? _____
- Are only approved tools being used? _____

10) Ventilation:

- Is the ventilation system working as designed? _____
- Has the appropriate preventive maintenance been completed? _____
- Are there cabinets or other objects blocking the ventilation systems? _____
- Is the boiler room clean and in good order? _____
- Are the appropriate records being kept? _____

11) Stairs (interior and exterior):

- Are stairs free from obstructions, loose treads or handrails? _____
- Is there adequate lighting? _____
- Are fire doors kept closed? _____
- Are stairs maintained in a clean condition? _____

12) Corridors:

- Are corridors void of free standing storage units? _____
- Are corridors maintained with a slip free flooring material? _____
- Is there sufficient lighting? _____
- Are there tripping hazards associated with carpeted surfaces? _____
- Are there objects hanging from the ceiling which present a hazard? _____
- Is housekeeping maintained in removing spills? _____
- Does entrance matting present a tripping hazard? _____
- Are chairs and other obstructions removed from corridors? _____

13) Toilet Rooms:

- Are toilet rooms clean and sanitized? _____
- Are fixtures in good repair and function? _____
- Has room been recently vandalized? _____
- Are toilet rooms monitored regularly? _____
- Have the floor drains been flushed on a weekly basis? _____
- Do any fixtures in room create a hazard? _____
- Is there sufficient lighting? _____
- Are the lights working? _____

14) Swimming Pools:

- Are all required permits, certifications and licenses properly displayed? _____
- Are all required life saving equipment in good order and available? _____
- Is the air temperature at 82 degrees or more? _____
- Is the water temperature at 80 degrees or less? _____
- Is there evidence of mold growth in pool area? _____
- Is filtration system in good working order? _____
- Does the chlorination system work correctly? _____
- I there sufficient lighting? _____
- Are the appropriate electrical inspections on record? _____
- Are the appropriate licensed employees operating the pool? _____

15) Auditoriums:

- Is the sufficient lighting? _____
- Is seating in good repair? _____
- Are aisle free from obstructions? _____
- Are exit signs defined and functioning? _____
- Are exits free from obstructions? _____
- Do stage curtains present a hazard? _____

16) Building Exterior:

- Are walkways in good condition? _____
- Are driveways and curbs in good condition? _____
- Are fencing and barriers in good condition? _____
- Can gates be opened without risk of injury? _____
- Is appropriate signage in place? _____
- Does exterior lights work? _____
- Is there sufficient lighting for entry and exit? _____
- Are there hazards such as holes, pipes, concrete in lawn? _____
- Are there trees that present a hazard of falling? _____
- Are stairs in good condition? _____

- Are railings secure and in good condition? _____

17) Storage Sheds:

- Are flammable liquids properly stored? _____
- Is equipment in good repair and properly stored? _____
- Have unused batteries been returned to Service Center? _____
- Is there an appropriate amount of gas containers for equipment? _____

(Storage sheds continued)

- Is the shed neat and orderly? _____
- Is there old oil containers present? _____
- Is there a record of preventive maintenance? _____
- Is there an appropriate fire extinguisher mounted in shed? _____

18) Shops (vocational):

- Is dust collection system (if applicable) in good working condition? _____
- Is the panic electrical cut off in good working condition? _____
- Is there appropriate storage of materials and chemicals? _____
- Are electrical outlets in good condition? _____
- Is equipment in good condition? _____
- Has the appropriate preventive maintenance been performed? _____
- Are eye wash stations available? _____
- Are the eye wash stations working? _____
- Are compressed gas cylinders properly marked and stored? _____
- Is personal protection equipment available? _____
- If sinks are present, are they in good working order? _____
- Are any hazards present not listed above? (explain with a note page) _____

19) Offices:

- Are the aisles clear and unobstructed? _____
- Are there copying machines present? _____
- Are they separated by a floor to ceiling partition? _____
- Is there adequate ventilation provided for the copy machine? _____
- Is electrical equipment properly grounded and in good working order? _____
- Is the use of extension cords presenting a hazard? _____
- Does the ventilation system work as designed? _____
- Are chairs of proper design to prevent tipping over? _____
- Is broken and unused furniture removed from the area? _____
- Are guards on machines and in good working order? _____
- Are there space heaters in use? _____
- Are there extension cords being used? _____

20) Windows and doors:

- Are there any exit doors with pad locks attached to a hasp? _____
- Do all exit doors open outward? _____
- Do all exit doors have a functioning panic bar? _____
- Do windows open freely? _____
- Are there obstructions limiting access to windows? _____
- Are the windows used as part of the emergency exit? _____
- Are there broken windows? _____

Please list below the corrective actions taken on any item listed on the above form to resolve the hazard.

1)

2)

3)

4)

Please forward a copy of this inspection form to the Risk Manager. This form will be used as part of the monthly hazard assessment report during the regularly scheduled Joint Labor / Management Safety Committee meeting.

