



# ALL DEPARTMENTS

| Hazard |  | Satisfactory          | Needs Attention       | Not Applicable        | Target Date for Completion | Date Completed |
|--------|--|-----------------------|-----------------------|-----------------------|----------------------------|----------------|
| 1      | Ventilation and illumination adequate in all areas.                            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 2      | Aisles and passageways clear and unobstructed.                                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 3      | Temporarily obstructed passageways clearly identified and barricaded.          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 4      | All spillages and breakages immediately cleaned up.                            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 5      | Electric cords and phone cables secured to prevent tripping hazards.           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 6      | Floors in good condition. Floors made slip resistant where necessary.          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 7      | Storage and equipment rooms clean and orderly.                                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 8      | Stairways equipped with standard handrails.                                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 9      | Employees given proper instruction on use of equipment, tools and machinery.   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 10     | Protective equipment, devices, and clothing used as required.                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 11     | Electric tools and machinery properly grounded.                                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 12     | All waste materials deposited in proper containers.                            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 13     | Waste receptacles emptied before completely full.                              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 14     | "Authorized personnel only" rule enforced in designated areas.                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 15     | Fire extinguishers of proper size and type for each location properly charged. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 16     | Instruction given on what to do in case of fires or other emergencies.         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 17     | No smoking rule enforced in restricted areas.                                  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 18     | Fire escapes and exits adequately marked and kept clear.                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 19     |  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 20     |  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |
| 21     |  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |                            |                |

\_\_\_\_\_

Name

\_\_\_\_\_

Date

## Actions Taken to Correct Items Checked as "Needs Attention"

|          |  |
|----------|--|
| Hazard # |  |
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