

Inyo County Risk Management IIPP Exhibit 1 - Routine Inspection Form

Location/s inspected:				Date:	
Inspector name & signature:				Escort:	
Signage and Recordkeeping		Yes	No	N/A	Corrective Actions
1	Signage in parking lot indicates that parking is at owner's risk.				
2	Workplace safety posters are displayed specific to site hazards.				
3	Is record of last 3 yrs of inspections available?				
4	Evidence to document periodic safety training as appropriate?				
5	Evidence to document new employees safety training?				
6	Occupancy limits: No room with 1 door has >49 chairs in it.				
7	Elevators have current and posted inspection notice.				
Emergency Preparedness & Fire Prevention		Yes	No	N/A	Corrective Actions
8	Shade & Water (4oz/hr/EE) available for outdoor employees.				
9	Toilet and wash areas are clean and sanitary.				
10	Evacuation procedures, routes, & contact information are posted.				
11	Fire extinguishers: (a) w/in 75' of occupants, (b) have pin, (c) mounted, inspected within 12 months, (d) free from obstruction.				
12	Exits >=36" wide, w/o obstruction, with illuminated signs.				
13	Necessarily locked exits have interior emergency open feature.				
14	Fire doors are unlocked, closed, and not blocked open.				
15	A fire/evacuation drill occurred within 1 year.				
16	First Aid Kit: sanitary, orderly, filled, with locator signage.				
17	Is cash handling procedure acceptable??				
18	Pest & rodent controls in place and effective.				
19	Beacon or cell phones available @ unpowered locations.				
20	Brush/wild fire prevention measures good? Powerlines clear?				
Furniture, Storage, Hanging Objects		Yes	No	N/A	Corrective Actions
21	Furniture, tables, desks, and chairs in good condition.				
22	Blade secured on paper trimmers.				
23	Step stools available where needed. No standing on chairs, tables, etc.				
24	Suspended lights & decorations are secured to ceiling or wall.				
25	Wall shelves are not overloaded.				
26	Bookcases & cabinets over 5½ feet are secured to wall.				
27	File drawers are closed when not in use.				
28	No storage under desks which could create a trip hazard.				
29	Materials stored to minimize unnecessary climbing, reaching and bending.				
30	No storage within 18" of sprinkler heads or 24" from ceiling.				
Machinery, Tools, Equipment		Yes	No	N/A	Corrective Actions
31	Saws & other machines have appropriate labels & guards.				
32	Grinders: mounted, work rest@1/8", & tongue guard @1/4".				
33	Ladders have legible safety and compliance stickers.				
34	Noncompliant items locked out by LOBOTO trained EE				
35	Operating permits for all compressors are current & posted.				
36	Lock Out Tag Out is available to trained person on site.				
37	Tools secured to prevent breakage or falling on someone.				
38	Portable equipment inspected prior to use.				
39	Welding area ventilated & rigs have backflow regulators.				
PPE: gloves, goggles, helmet, apron, sunscreen, earplugs, etc.		Yes	No	N/A	Corrective Actions
40	PPE signage is present where hazmat are used/stored.				
41	PPE is available as appropriate for hazards.				
42	Is PPE maintained in sanitary condition and ready to use?				
43	Is PPE use enforced when warranted?				
44	Sharps container available (not necessarily required).				

Inyo County Risk Management IIPP Exhibit 1 - Routine Inspection Form

Walking/Working Surfaces		Yes	No	N/A	Corrective Actions
45	Are all floor holes & floor openings guarded?				
46	Safe walking clearance where motorized equipment is used?				
47	Is ventilation adequate?				
48	Are employees advised of safe lifting practices?				
49	Entrances, aisles & corridors (>=32"), & stairways, are clear with adequate and consistent headroom?				
50	Carpets and rugs are in good condition, flat, and secure.				
51	Floors are in good condition, flat, and dry.				
52	Stairways, ramps (with non-slip surface), and corridors are illuminated with handrails (@>3 risers)/guardrails (@>30" rise) & stair treads in good condition.				
53	Ergonomic conditions adequate for workstations & processes?				
54	Work surfaces are clean, orderly, and unobstructed.				
55	Loose broken floor tiles are removed and open space covered.				
56	Exterior walk paths sufficiently flat (<1/4" lift), unobstructed, & lit.				
57	Work areas sufficiently illuminated (Ofc>500 lux, Shop>750 lux).				
58	Any tree/shrub intrusion to pathways or structures?				
Electrical Hazards - base on a random sampling of your area		Yes	No	N/A	Corrective Actions
59	Cords and plugs are in good condition.				
60	Space heaters are absent and discouraged.				
61	Surge protectors used for IT equipment & not piggybacked.				
62	Extension cords not used as permanent wiring or piggybacked.				
63	Wall plates are in place over outlets and switches.				
64	Breakers or fuse switches are clearly labeled.				
65	Light fixtures are covered for breakage and operational.				
66	Electrical panels have 36" of unobstructed access.				
Hazard Communications & Hazardous Materials (raw, waste, dust)		Yes	No	N/A	Corrective Actions
67	Is a list onsite of all HazMat present?				
68	SDS binder/information is current, complete, and easy to locate.				
69	HazCom program in place (Right to Know, labeling, & training).				
70	All containers are labeled to identify contents and hazards.				
71	Flammables are stored in approved containers and cabinets.				
72	Compressed gas cylinders are labled, capped, secured, and upright in ventilated areas.				
73	Spill kits are available in hazardous materials storage areas.				
74	No leak/spill of hazardous material observed during inspection.				
75	Hazardous waste containers closed and labeled with contents, hazard/s, and accumulation date within 6 months.				
76	U-waste containers labeled with contents, hazard, & accumulation date within 12 months.				
77	Work areas near chemicals are free of open beverages & food.				
78	Eyewash stations inspected and tagged within 12 months.				
79	Combustible debris stored safely and removed promptly.				
80	Any interiors with dust accumulation?				
81	(SW) Hazwoper trained staff onsite.				
Vehicle-Related Safety		Yes	No	N/A	Corrective Actions
82	Structural measures in place to prevent vehicular intrusion.				
83	Are employees instructed to perform pretrip inspections?				
84	Do powered industrial trucks have posted safety guides?				
COMMENTS					