

SAFETY INSPECTION CHECKLIST AND REPORT

AREA:	INSPECTOR:	DATE:		
DEPARTMENT/SERVICE:	ACCOMPANIED BY	TIME IN: TIME OUT:		
SAFETY PROGRAM ADMINISTRATION	YES	NO	N/A	OBSERVATIONS
1. Is a Collateral Duty Safety Officer (CDSO) assigned and appointed on orders?				CDSO: Phone No.
2. Is a Safety Binder maintained with current regulations, policies, and procedures; and is binder accessible to staff?				
3. Is FSH Commander's Safety Policy posted on Safety Bulletin Board?				
4. Is current DOD Occupational Safety and Health Protection Program, DD 2272 posted in area?				
5. Is Dept/Service Safety SOP current? (Only needed for unique safety issues) Has SOP been reviewed by Safety staff in the past year?				
6. Are work areas being inspected quarterly by CDSO and are copies of reports and corrective actions maintained in Safety Binder?				
7. Are emergency telephone numbers posted on telephones and in a prominent location?				
GENERAL SAFETY				
8. Are all areas adequately illuminated? Are rooms where medications are prepared/dispensed lighted to prevent errors due poor visibility?				
9. Are ceiling tiles in place and free from holes, clean (stain free) and dry? Are ventilation grates clean and unblocked?				
10. Are walls free from holes or cracks, clean and dry?				
11. Are floors free of loose material, water, holes or any obstructions, clean and dry?				
12. Are mats and carpets in good repair and kept tight?				
13. Are floors in wet locations kept dry or have appropriate slip resistant materials/tiles been installed?				
14. Are corridors, aisles and stairways kept free and unobstructed?				
15. Are handrails provided for stairs and are they in good condition? Are step treads in good condition with nonskid nosings?				
16. Are storage areas organized and uncluttered with aisle space maintained?				
17. Are materials stacked in a manner to prevent it from tipping, falling or collapsing? Are heavy items and liquids stored on lower shelves?				
18. Do staff use a step stool or ladder to reach high places?				
19. Are work areas free of accumulation of debris and materials that create tripping, fire, and explosion hazards and pest harborage?				
20. Are fans properly guarded? Are they all wall mounted? If on floor, are fans kept out of line of traffic?				
21. Are signs concerning biohazards, and exposures to X-ray, microwave, or other harmful radiation or substances posted?				
22. Are caution signs posted to warn about the hazards of hot surfaces, head or eye hazards, slippery floors, and similar conditions?				

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AREA:	INSPECTOR:	DATE:		
HAZARDOUS MATERIAL AND WASTE				
	YES	NO	N/A	OBSERVATIONS
23. Are there any hazardous chemicals used or stored in this work area?				
24. Is hazardous chemical inventory current and is there a material safety data sheet (MSDS) for each hazardous chemical?				
25. Is the MSDS book complete, accessible, and readily available for all staff?				
26. Are all containers labeled as to their contents and with appropriate hazard warnings? Is HAZCOM labeling system poster posted?				
27. Are emergency eye wash stations (and safety showers) provided in close proximity to where corrosive chemicals are handled?				
28. Are emergency eye wash stations and safety showers tested weekly and results documented?				
29. Are needles and sharps disposed of in closeable, puncture resistant containers? Are containers replaced when they become ¾ full?				
30. Are drinking and eating prohibited in areas (labs) where hazardous chemicals, blood or other infectious materials are present?				
31. Do staff know procedures for reporting and responding to hazardous material spills/leaks?				
32. Are hazardous wastes properly stored, labeled and transported to bunker?				
Flammable and Combustible Materials				
33. Are approved containers used for storage of flammable/ combustible liquids? Are flammables segregated from combustibles?				
34. Are flammable storage cabinets used when more than 25 gallons (1 gal per 100 ft ²) of flammable and combustible liquids are stored?				
35. Are storage cabinets placed in well-ventilated areas? Are they marked with NFPA 704 Symbol and 3" letters for hazard warning?				
36. Are inside storage rooms of 1-hr fire-resistive construction, with self-closing 45-min fire-rated doors at all openings?				
37. Are flammable liquids returned to flammable storage cabinet at end of each workday? Are quantities of flammables limited to 60 gals?				
38. Are refrigerators in laboratories used to store materials clearly labeled "Do Not Store Flammable Materials in this refrigerator"?				
39. Are only explosion proof refrigerators used for storage of flammable liquids?				
40. Are separate metal containers with self-closing lids maintained for disposal of flammable solvents?				
Compressed Gases				
41. Are compressed gas cylinders legibly marked to clearly identify the gas contained? Are full and empty gas cylinders kept segregated?				
42. Are medical gas cylinders secured, chained, strapped, or in floor stands? Are cylinders secured even when empty?				
43. Are flammable and nonflammable gases stored in properly constructed areas? Are areas marked for type of gases stored?				
44. Are oxygen cylinders and fuel-gas cylinders separated from each other by 20 ft or by 5-ft-high noncombustible barrier while in storage?				
45. Have all oxygen cylinders been tested for purity and tagged with DD Form 1191?				
46. Does staff know the location of shutoff valves for oxygen and other medical gases? How is authorized to shutoff oxygen?				
47. Are compressed gas cylinders protected from external heat sources such as flames, steam pipes, electric arcs, or direct sunlight?				
48. Are cylinders stored or transported in a manner to prevent them from creating a hazard by tipping, falling, or rolling?				
49. Are valve protectors always placed on oxygen cylinders when the cylinders are not in use or connected for use?				
Control of Harmful Substances by Ventilation				
50. Do you use local exhaust ventilation systems to control dusts, vapors, gases, fumes or mists generated in the workplace?				
51. Are local exhaust ventilation systems designed and operating properly (e.g., airflow appropriate, ducts unplugged, belts, etc.)?				
52. Have all fume hoods been inspected annually by Industrial Hygiene (IH)?				

