

## Ten Point Safety Inspection

Park Name: \_\_\_\_\_

Date: \_\_\_\_\_

Location of Inspection: \_\_\_\_\_

Yes / No

- |   |   |
|---|---|
| 1. Area is clean, well maintained and free of clutter and debris.                   | <input type="checkbox"/> / <input type="checkbox"/> |
| 2. Aisles, paths, and stairs maintain 36" clearance and are free of obstruction.    | <input type="checkbox"/> / <input type="checkbox"/> |
| 3. Fire protection equipment is present and in proper working condition.            | <input type="checkbox"/> / <input type="checkbox"/> |
| 4. Materials are appropriately labeled and properly stored.                         | <input type="checkbox"/> / <input type="checkbox"/> |
| 5. Electrical panels and outlets are in good condition and are free of obstruction. | <input type="checkbox"/> / <input type="checkbox"/> |
| 6. Flexible electrical cords are in good condition and are properly used.           | <input type="checkbox"/> / <input type="checkbox"/> |
| 7. Personal Protective Equipment is available and properly used.                    | <input type="checkbox"/> / <input type="checkbox"/> |
| 8. Equipment, tools, and machinery is properly used and guarded as required.        | <input type="checkbox"/> / <input type="checkbox"/> |
| 9. Lighting is adequate, proper for use, and well maintained.                       | <input type="checkbox"/> / <input type="checkbox"/> |
| 10. Exits are clearly marked and free of obstruction.                               | <input type="checkbox"/> / <input type="checkbox"/> |

### Notes

## Ten Point Safety Inspection

### **1. Area is clean, well maintained and free of clutter and debris.**

#### **- General Area**

- Clean and orderly
- Tools, equipment, materials properly stored when not in use
- Waste materials stored in appropriate containers and disposed of in a safe manner
- Clear of dust, grime or other filth

#### **- Walking Surface**

- Is even and free of holes or other disrepair
- Is free of trip hazards
- Is free of slip hazards
- Where used, mats are in good condition
- Grade changes are appropriately marked

#### **- Mechanical Rooms**

- Not to be used for storage in business occupancies

#### **- Maintenance Facilities**

- Mechanical, roundhouses, paint areas and spray booths, fabrication facilities
  - No accumulation of dust
  - No accumulation of oils / greases
  - Hazardous waste disposal containers are properly labeled
  - Parts washers have operable lids with fusible links and are clear of obstructions

### **2. Aisles, paths, and stairs maintain 36" clearance and are free of obstruction.**

#### **- Aisles and Paths**

- All aisles, paths, and stairwells are at least 36" wide and free of obstruction
- Floors are level
- Changes in elevations are natural or marked
- Areas are dry (signage available in case of spills / rain etc...)
- Free of trip hazards
- Adequate width for occupancy load
- Marked appropriately
- Dead end corridors are clearly marked as "Not an Exit"

### **-Stairs and Landings**

- Staircase handrail(s) is appropriately placed and in good condition
- Staircase(s) is equipped with proper exit signage
- Exits sign(s) at staircase is illuminated
- Staircase is free of storage and obstruction
- Area(s) beneath staircase is free of storage and obstruction
- Staircase landing provides a level walking surface and is free of obstruction
- Staircase landing is properly protected from drop-off and fall hazards

### **3. Fire protection equipment is present and in proper working condition.**

#### **- Fire Sprinkler Systems**

- Tested regularly, unimpaired, & properly tagged
- Adequate coverage for combustibile load
- Adequate pressure supplied to system
- Sprinkler heads have 18" clearance all directions
- Sprinkler heads are free of dust or grease accumulation
- OS&Y Valve protected and locked to open position
- FD Connections clearly marked and easily accessible
- Flow alarm present and functional

#### **- Portable Fire Extinguishers**

- Inspected
- Charged
- Tagged
- Properly mounted
- Visible and have 36" clearance all directions

#### **- Fire Alarm Systems**

- Tested regularly
- Pull stations clearly marked
- Pull stations visible and have 36" clearance all directions
- Both visual and audible alarms present

#### **- Fire/Smoke Detection Systems**

- Tested regularly
- Ample coverage
- Detectors have 36" clearance all directions
- No dust / grease accumulation
- Construction dust caps are removed

#### **4. Materials are appropriately labeled and properly stored.**

##### **- Combustible Materials**

- Ceilings are free of combustibles
- Area is free of excessive combustible load
- Combustibles are stored in designated areas and
  - maintain a ceiling clearance of 18" in sprinkler protected areas, or
  - a ceiling clearance of 24" in unprotected areas
  - are shelved and/or stacked properly
  - do not cover more than 20 percent of the wall space
  - are at least: 36" from heat producing sources
  - are 6" from appliances
- Shelving is stable and secure
- HVAC, mechanical, attic, or other special equipment rooms are free from all storage
- Compressed Gas Cylinders are labeled, turned off, capped, and secured properly

##### **- Hazardous Materials**

- Storage of Hazardous Materials is allowed for particular occupancy
- Quantity of Hazardous Materials is appropriate for routine use in the area it is located
- A Hazard Communication System (HAZCOM) is in place
- Safety and HAZCOM Symbols are posted
- Chemicals are in approved containers and clearly labeled
- Material Safety Data Sheets (MSDS) are readily available for all chemicals
- High volume storage has
  - secondary containment
  - leak detection system
  - additional fire protection systems
- Hazardous Materials are stored in designated areas and maintain a ceiling clearance of: 24" in unprotected areas, or 18" if protected by sprinklers
- Hazardous Materials are shelved or stacked properly
- Flammable materials are stored in an approved and labeled flammable materials cabinet
- Corrosive materials are stored in an approved and labeled corrosive materials cabinet
- Reactive materials have been identified and are appropriately stored
- Food storage and preparation areas are free of hazardous materials
- Controlled materials (such as: hazardous chemicals, and bio-hazardous materials) are disposed of in accordance with federal and state guidelines

## **5 . Electrical panels and outlets are in good condition and are free of obstruction.**

### **- Receptacles**

- Proper plates / covering
- No breaks or cracks in cover
- Grounded
- No evidence of arcing / sparks

### **- GFCI**

- Tested. and operational
- Present within 60" of wet areas
- Present on outside receptacles

### **- Fixtures**

- Properly mounted to the wall, ceiling etc.
- No open receptacles, i.e. light bulbs missing etc.
- No bare or unprotected bulbs
- Power cords are in good condition free from fray
- Power cords are properly routed to outlet

### **- Tools and appliances**

- No frays in power supply cords
- UL rated for use
- Double insulated
- Properly grounded
- Clean
- Free of oil and dust build up

### **- Electrical Panels**

- Enclosed in proper box – metal
- Panels appear to be in good operating condition
- Identified or appropriately labeled
- 36" clearance all direction
- No storage in, on, above, or below
- Easily accessible

### **- Junction Boxes**

- Properly closed
- Properly mounted

## **6. Flexible electrical cords are in good condition and are properly used.**

### **- Extension Cords**

- UL rated for commercial use
- Properly grounded
- Are in like new condition, free of aftermarket attachments
- No frays
- Type used matches demands
- Temporary use only – not to be used in place of permanent wiring
- Proper use
  - Not used through doorways
  - Not used through walls
  - Not used into ceilings
  - Not used through other fixtures
  - Not stapled or otherwise affixed to any structure
  - Does not create tripping hazard
  - Properly protected from wear

### **- Multi Plug Power Strips**

- UL rated for purpose used
- Properly grounded
- Not exceeding manufacturer's recommended capacity
- Equipped with breaker
- No frays in power supply cord
- Has GFCI if used for powering outdoor equipment

## **7. Personal Protective Equipment is available and properly used.**

### **- Eye protection (glasses, sun glasses, goggles, visors, face shields)**

- During use of certain chemicals
- While using hand tools to strike objects e.g. hammers, axes
- Where there is potential for contact with airborne irritants or pathogens
- Where glare for sun can cause vision fatigue or loss of visual acuity
- During grinding, welding and/or cutting of metals
- To protect from flying fragments, chips, sparks, and other flying particles e.g. sand, dust, mists

### **- Protective Hand and Arm Gear (Gloves, Mitts, Sleeves)**

- To prevent
  - absorption of mild chemicals (latex gloves)
  - cuts and severe lacerations while using sharp objects (cutting gloves)

- severe abrasions (leather gloves)
- chemical burns (rubberized gloves)
- thermal burns (heat gloves/mitts/sleeves)
- contact with blood borne pathogens (latex gloves)

**- Protective Head Gear (Hard Hats)**

- To protect from
  - impact with fixed objects
  - impact by flying or falling objects
  - penetration injuries
  - contact with electrical conductors

**- Protective Footwear**

- To protect from
  - wet and slippery surfaces
  - falling objects or rolling objects
  - penetration from sharp objects
  - contact with electrical conductors
  - molten metals
  - hot surfaces
  - electrical hazards

**- Hearing Protection (Earmuffs or Earplugs)**

- To prevent hearing loss and other physical and psychological stresses from exposure to high noise levels

**- Respiratory Protection**

- To protect from harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors

**‡ Employees required to wear respirators must first undergo medical evaluation to ensure physical ability to safely use respirators AND be trained for proper fit testing.**

**† Lifeguards are required to carry and/or wear during their rotations**

- Approved sunglasses
- Rescue tube
- Rescue breathing mask
- Latex gloves
- Approved sunscreen

## **8. Equipment, tools, and machinery is properly used and guarded as required.**

### **- Kitchen Equipment**

- Commercial cooking equipment is in good operating condition.
- Area around cooking equipment is free from clutter and debris.
- A vented hood system is over all heat producing commercial cooking equipment.
- The vent hood and filters are free of grease accumulation.
- Cooking equipment is protected with Ansul Fire Protection system.
- The Ansul system is charged, protected, and tagged.
- Ansul Pull Stations are visible and have 36" of clearance in all directions.
- Commercial warmer(s) appears to be in good operating condition.
- Area around commercial warmer(s) is free from clutter and debris.
- Commercial serving unit(s) appears to be in good operating condition.
- Commercial serving unit(s) is properly installed and GFI/GFCI protected.
- Vented and/or heat generating components of the commercial serving unit(s) have 6" of clearance.
- Electrical cords for kitchen appliances appear to be in good operating condition.
- Where applicable, guards for kitchen appliances appear to be in good operating condition.
- Refrigerator/Cooler appears to be properly installed and in good operating condition.
- Walk-in refrigerator/cooler(s) has operable panic exit hardware.
- Working surface(s) and food preparation area(s) are free from clutter, debris, and hazards.
- Sharps e.g. knives are kept in a central and secure location

### **- Tools and Machinery**

- Tools and machines are in safe operating condition
- Where required, guards are in place and functional
- When present, power cords for tools and machines are in good condition
- Tools and machines are free of oil and dust accumulation
- Personal Protective Equipment is available, functional, and used as recommended by the manufacturer
- Proper attire is available, functional, and used as recommended by the manufacturer

### **- Office Equipment**

- Paper Cutter is in good working condition, and has a blade lock and finger guards
- Laminator is properly installed, guard is in place, and it is free from clutter and debris
- Shredding equipment is properly installed and protected
- Copying equipment is properly installed, protected, and free from clutter and debris

- Electric Hole Punch and/or Paper Drill Press is properly installed, protected, and free of clutter and debris
- Binding Machine and Manual Hole Punches are in good working condition and properly protected
- Computer and Monitor are properly installed
- Computer Printer is properly installed
- Fax Machine is properly installed

**- Vapor and Fume Recovery**

- Paint Spray Booth vapor recovery system is operational, free from clutter and debris, and properly used
- Carbon monoxide recovery system is operational, free from clutter and debris, and properly used
- Welding Booth vapor recovery system is operational, free from clutter and debris, and properly used
- Dust removal system is operational, free from clutter and debris, and properly used

**9. Lighting in the area is adequate, proper for use, and well maintained.**

**- General Lighting**

- Fixtures appear to be properly mounted, and in good operating condition
- Light fixtures are protected in areas where incidental contact may occur
- Light fixtures contain appropriate number of bulbs

**- Emergency Lighting**

- Are present and functional
- Provide adequate area lighting coverage
- Clearly illuminates aisles and paths to exits
- Are tested monthly

**- Theatrical Lighting**

- Theater lighting is in good condition and properly installed with safety cable(s)
- Theater lights are completely free from obstructions and combustible materials
- Theaters are completely illuminated when emergency evacuation and/or fire alarm is activated

## **10. Exits are clearly marked and free of obstruction.**

### **- Exits**

- Number is adequate to area being assessed
- Clearly marked with appropriate and lighted signage
- Corridors and landing free of obstruction
- Level / smooth
- Free of storage
- Properly protected
- Intervening rooms and areas are clearly marked and are easy to navigate
- In compliance with good housekeeping standards
- Path of travel to an exit passing through multiple rooms has clearly marked directional signage

### **- Exit Signage**

- Exit signs are present and illuminated over exit doors
- Exit signs have battery backup or they are self illuminating
- Directional signs are present in corridor junctions

### **- Doors**

- Have proper hardware (panic)
- Minimum force required to open
- All doors unlocked
- Have full swing
- Open in the direction of egress or path of travel

### **- Emergency Lighting**

- Are present and functional
- Provide adequate area lighting coverage
- Clearly illuminate paths to exits
- Are tested monthly

### **- Landings**

- Clearly marked with appropriate signage
- Well illuminated
- Free of obstruction
- Level / smooth
- Free of storage
- Properly protected
- Clear of trip / slip hazards