# Supervisor Safety Inspection Checklist Industrial Work Areas

##### Industrial Area Inspected \_\_\_\_\_ Bldg # Page 1 of 4

##### Check (√)

##### A. Sign Posting/Labeling N/A Yes No

1. Is a written EMERGENCY / Evacuation PLAN posted and up-to-date? **⬜** **⬜ ⬜**

2. Are CAUTION – EYE HAZARD signs posted at entrances to eye   
hazard areas? **⬜** **⬜ ⬜**

3. Are CAUTION – NOISE HAZARD signs posted in noise hazard areas? **⬜** **⬜ ⬜**

4. Are CAUTION – FOOT HAZARD signs posted in foot hazard areas? **⬜** **⬜ ⬜**

5. Are BOMB THREAT procedures posted near doors and telephones? **⬜** **⬜ ⬜**

6. Are NO SMOKING signs posted by outdoor flammable storage   
areas, fuel tanks, etc.? **⬜** **⬜ ⬜**

7. Are gas and hazardous material pipe/lines labeled as to   
contents and appropriately color coded? **⬜** **⬜ ⬜**

8. Are Industrial Hygiene Surveys available and up-to-date? **⬜** **⬜ ⬜**

9. Is the Commanders Safety Policy posted and up-to-date? **⬜** **⬜ ⬜**

10. Are applicable SOH and Fire Deficiency Notices posted and   
up-to-date? **⬜** **⬜ ⬜**

11. Are routine (monthly / quarterly) Supervisor Workplace Safety

Inspection conducted and recorded? **⬜** **⬜ ⬜**

12. Are Unsafe/Unhealthful report forms readily available to employees?

13. Is the DOD Safety & Occupational Health Protection Program poster

(DD2272) posted on the official bulletin board?

14. When required, are floor loading signs posted? (i.e. mezzanine areas)

##### B. Housekeeping

1. Are aisle ways and all shop areas clean, orderly and free of  
 debris and slipping/tripping hazards? **⬜ ⬜** **⬜**

2. Are cabinet tops clean and not used as storage? **⬜ ⬜** **⬜**

3. Are mops and brooms stored in a well-ventilated area with   
heads up off the floor? **⬜ ⬜** **⬜**

4. Are waste cans available, covered, and emptied daily? **⬜** **⬜ ⬜**

5. Are exits clear and unobstructed? **⬜** **⬜ ⬜**

6. Are storage cabinets and shelving units secured to a wall,   
floor, or together, to prevent tipping over? **⬜** **⬜ ⬜**

7. Are storage drawers evenly loaded to prevent tipping over? **⬜** **⬜ ⬜**

8. Are janitors’ closets clean and not used for storage? **⬜** **⬜ ⬜**

9. Are food appliances and eating areas kept clean? **⬜ ⬜ ⬜**

10. Are floors adequately swept and free of slipping/tripping/  
fall hazards? **⬜ ⬜** **⬜**

##### C. Electrical

1. Are unauthorized extension cords removed from service? **⬜ ⬜** **⬜**

2. Are heat-producing appliances plugged directly into hard-wired  
 outlets? **⬜ ⬜** **⬜**

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# Supervisor Safety Inspection Checklist Industrial Work Areas (Cont)

##### Industrial Area Inspected \_\_\_\_\_ Bldg # Page 2 of 4

Check (√)

##### N/A Yes No

3. Are electric cords in good repair (not spliced or taped,   
ground prong intact, plug secure on cord)? **⬜ ⬜** **⬜**

4. Are electric cords arranged so they do not present tripping  
or other hazard? **⬜ ⬜ ⬜**

5. Are electric cords kept out of doorways and aisles? **⬜ ⬜ ⬜**

6. Are breaker boxes and junction boxes securely covered? **⬜ ⬜** **⬜**

7. Are heat-producing appliances plugged directly into hard-wired  
outlets, not extension cords? **⬜ ⬜** **⬜**

8. Do portable heat-producing appliances have tip over safety feature? **⬜ ⬜** **⬜**

9. Are electrical outlets not overloaded? **⬜ ⬜** **⬜**

10. Is emergency lighting operational? **⬜ ⬜** **⬜**

11. Do electrical panel boxes lock and close properly? **⬜ ⬜** **⬜**

##### D. Personal Protective Equipment

1. Is PPE adequate for work performed in the area? **⬜ ⬜** **⬜**

2. Is PPE cleaned and inspected as needed, and in good shape? **⬜** **⬜ ⬜**

3. Is eye, face, hand, and hearing protection used and appropriate  
for the process/task? **⬜ ⬜ ⬜**

4. Is safety footwear being worn where required? **⬜ ⬜ ⬜**

##### E. Miscellaneous

1. Are employees restricted from eating and drinking in work   
areas? **⬜ ⬜** **⬜**

2. Are local ventilation units working properly? **⬜** **⬜ ⬜**

3. Is furniture in good repair, including shop chairs and office  
furniture? **⬜** **⬜ ⬜**

4. Do rolling chairs have 5 casters? **⬜ ⬜** **⬜**

5. Is machinery attended while in operation? **⬜ ⬜ ⬜**

6. Is the wearing of jewelry banned when working around rotating  
equipment? **⬜ ⬜ ⬜**

7. Are compressed gas cylinders properly secured to avoid tipping  
over? Are caps in place? **⬜ ⬜ ⬜**

8. Are all employees briefed on the office emergency evacuation  
plan and re-assembly point? **⬜ ⬜ ⬜**

9. Are ergonomic hazard mitigations being used? **⬜ ⬜ ⬜**

10. Are Area and Job Specific JHAs developed and up to date?   
Are they available for worker review? **⬜ ⬜ ⬜**

##### F. Safety Devices

1. Are eyewash/shower units clean, serviceable, clearly identified  
and unobstructed? Are they being inspected as required? **⬜ ⬜** **⬜**

2. Are slings and other lifting devices inspected, marked with   
weight limit and within certification date? **⬜** **⬜ ⬜**

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# Supervisor Safety Inspection Checklist Industrial Work Areas (Cont)

##### Industrial Area Inspected \_\_\_\_\_\_\_ Bldg # Page 3 of 4

Check (√)

##### N/A Yes No

3. Are hoist directions clearly marked? Is load capacity marked on a supporting beam? Are hoist/beam load capacities compatible? **⬜ ⬜ ⬜**

4. Are machine guards in place and being properly used? **⬜ ⬜ ⬜**

5. Are grinder tool rests adjusted to no more than 1/8” from   
abrasive wheel? Are tongue guards adjusted to no more than ¼”   
from wheel? **⬜ ⬜** **⬜**

6. Are shatter-resistant shields in place on pedestal grinders? **⬜ ⬜ ⬜**

7. Are pedestal grinders, portable drill presses, and lathes   
secured to a bench or the floor? **⬜ ⬜ ⬜**

8. Are appropriate tags and/or locking devices installed in out   
of service equipment? **⬜ ⬜ ⬜**

9. Are degreasers and chemical tanks equipped covers/lids?   
Are lids closed when tanks are not in use? **⬜ ⬜ ⬜**

10. Are hazardous waste drum lids on at all times? **⬜ ⬜ ⬜**

11. Are work stands locked down and secured to prevent movement? **⬜ ⬜ ⬜**

12. Are legs of step stools, ladders, and stands fitted with   
rubber end caps to prevent movement while in use? **⬜ ⬜ ⬜**

##### G. Fire Protection

1. Are fire aisles, access to stairways, and fire equipment   
kept clear? **⬜ ⬜ ⬜**

2. Are personnel EXIT signs posted and clearly visible? **⬜ ⬜ ⬜**

3. Are fire exits kept free of obstructions? **⬜ ⬜ ⬜**

4. Are the directions to exits, when not immediately apparent,   
marked clearly with visible signs? **⬜ ⬜ ⬜**

5. Are egress EXIT signs illuminated and in working order? **⬜ ⬜ ⬜**

6. Are fire suppression sprinkler heads kept clean? **⬜ ⬜ ⬜**

7. Are sprinkler heads protected by metal guards when   
exposed to physical damage? **⬜ ⬜ ⬜**

8. Is proper clearance maintained below sprinkler heads (18 inches)? **⬜ ⬜ ⬜**

9. Are appropriate fire extinguishers mounted, located, and identified so they are readily accessible to employees? **⬜ ⬜ ⬜**

10. Are all fire extinguishers inspected monthly and recharged   
regularly and noted on the inspection tag? **⬜ ⬜ ⬜**

F. Hazardous Material

1. If secondary containers are used, are they properly labeled? **⬜ ⬜** **⬜**

2. Are MSDS logs current and readily available? **⬜ ⬜** **⬜**

G. Training

1. Are all personnel assigned appropriate (Core) duty/task?

2. Are all personnel assigned correct job specific duty/task(s)

that correctly identifies their training requirements?

3. Are all personnel current with required training and Medical

Surveillance?

NOTES to Safety Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Supervisor Safety Inspection Checklist Industrial Work Areas (Cont)

##### Industrial Area Inspected \_\_\_\_\_\_\_ Bldg # Page 4 of 4

**Performed By (**Printed Name**):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**