

SAFETY AUDIT/INSPECTION CHECKLIST

Children's Center

Date: _____ By: _____

OFFICE, RECEPTION, STAFF, BATHROOM, AND KITCHEN AREAS

GENERAL CONDITIONS

FLOORS

- _____ No slip, trip, or fall hazards
 - _____ Clean, orderly, and free of slippery hazards
 - _____ Non-slip surfaces wherever possible
- Any unsafe practices observed - COMMENT:

LIGHTING

- _____ Illumination level sufficient for work performed
 - _____ Light covers are in place (not hanging down)
- Any unsafe practices observed - COMMENT:

OFFICE

- _____ Floors have no slippery surfaces
- _____ No holes or depressions in floors
- _____ No trip or fall hazards
- _____ Light Illumination level sufficient for work performed
- _____ Light covers are in place (not hanging down)
- _____ No holes or depressions in walls
- _____ Aisles free of obstructions, including electrical cords and outlets
- _____ General housekeeping is good
- _____ No top-heavy filing cabinets (either by loading or drawer opening)
- _____ Lifting, including opening of windows, is performed safely
- _____ Correct use of pins, knives, cutters, or staplers
- _____ Doors open and free to exit in case of fire
- _____ Switch and cover plates in place
- _____ Adequate ventilation
- _____ Tall cabinets, bookcases secured to the wall
- _____ No unsecured overhead storage (items stacked on top of cabinets, bookshelves, etc.)

Any unsafe practices observed - COMMENT:

KITCHEN

- _____ Hair pulled back or visor worn
- _____ Hand washing out of kitchen area
- _____ Floors have no slippery surfaces
- _____ Cleaning supplies are stored in cupboard with safety lock
- _____ General housekeeping is good

Any unsafe practices observed - COMMENT:

FIRST AID AND MEDICAL SERVICES

- _____ Adequate materials and equipment available
- _____ Clear instructions on contacting outside medical services
- _____ Trained first-aid personnel with recent recertification

Any unsafe practices observed - COMMENT:

EMPLOYEE TRAINING

- _____ New employee basic safety orientation
- _____ New employee trained in safe work practices of their jobs

Any unsafe practices observed - COMMENT:

EXITS AND EMERGENCY PREPAREDNESS

- _____ Adequate number of exits for emergency escape
- _____ No locked or barred exits restricting escape
- _____ Emergency exits adequately illuminated
- _____ Exterior exit surfaces clear for prompt exit
- _____ Exit doors open outward to flat surface
- _____ Written and posted emergency evacuated plan with exit map for all areas
- _____ Exit signs not obstructed from view

Any unsafe practices observed - COMMENT:

FIRE PROTECTION

- _____ Date of last fire drill : _____
- _____ Fire alarms and intercom systems operable
- _____ Smoke detectors operable

Any unsafe practices observed - COMMENT:

POTENTIALLY HAZARDOUS CHEMICALS

- _____ MSDSs available for all chemicals or federally listed hazardous materials
- _____ Employees trained in proper handling of each chemical
- _____ Labels on in-paint transfer containers (spray bottles)
- _____ Adequate storage – in cupboard properly locked and separate storage from food products
- _____ Paper towels available for spills

Any unsafe practices observed - COMMENT: