

Supervisor Weekly Safety Inspection

Supervisor	Date
Area Inspected	

For items checked "No", fill out a Maintenance Work Order. Mark "N/A" for items not applicable in your area.

Description	Yes	No	N/A
Fire Protection			
Fire extinguishers inspected, charged, accessible (3 ft clearance)			
Combustible material removed, stored properly. Flammable material in approved areas			
Exit routes clear & EXIT or NO EXIT signs posted (lighted & visible)			
Are the correct number & proper class of fire extinguishers present?			
Evacuation routes are posted			
Storage separation from Walls & Ceiling (18" minimum for sprinkler areas)			
Fire Protection			
Power panels, controls, receptacles & wiring covered. No missing, lose or broken parts			
Electric power cords are not frayed or broken All plugs have 3 prongs			
No extension cords through walls, doors, ceiling, windows, under mats or rugs			
Electric panels are marked to indicate Service & Voltage - 3 foot clearance each side			
Slip, Trip Fall Hazards			
Drain covers & grates are in good repair and installed			
Walkways are clear of material, cords			
Guardrails, steps are secured. Ladders are in good repair, no missing, lose parts			
Adequate lighting in all areas, including exterior night lighting			
Personal Protection			
Machine guards in place			
Emergency Eye Wash Stations capped, functional, accessible			

Supervisor Weekly Safety Inspection 2

Description	Yes	No	N/A
Personal Protective Equipment being used			
Good body mechanics (lifting, pushing pulling, range of motion, no twisting)			
Lockout - Tagout program properly used			
Chemical Safety			
All containers are properly labeled with specific hazards and are closed/sealed			
Only the minimum amount needed is in the work area, all others are properly stored			
Forklift & Pallet Jacks			
All operators have current licenses			
All equipment functions properly - brakes, horn, controls, backup alarm			
Forklift seat belts used			
Traffic routes established and marked			