



HAZARD ASSESSMENT CHECKLIST

The Safety Hazard Assessment Checklist highlights important inspection points that are used in identifying and evaluating safety hazards in the workplace. The checklist is intended for the general office or classroom environment.

Department:				Location:		
Yes	No	N/A	General Work Environment			
			1. Are all worksites clean and orderly?			
			2. Are work surfaces kept dry and slip resistant? Are appropriate means taken to assure that surfaces are slip-resistant?			
			3. Are all spilled materials and liquids cleaned up immediately?			
			4. Are fire extinguishers present, charged, and dated?			
			5. Is the AED (where supplied) present?			
			6. Are first-aid kits routinely checked and stocked?			
			7. Is the work environment free from flammable liquids and/or open flames (candles, incense, lanterns, etc.)?			
			8. Is the work environment free of space heaters?			
			9. Is the work environment free from trip hazards (i.e. cords, debris, rugs/runners)?			
			10. Are work areas adequately illuminated and lights in working order?			
			11. Are exit signs visible, unobstructed, and illuminated?			
			12. Are smoke detectors intact and in working order?			
Yes	No	N/A	Storage			
			13. Is combustible scrap, debris, and waste stored safely and removed from the worksite promptly?			
			14. Are tops of shelves free of heavy objects that could cause head injury?			
			15. Are items stored at least 18" below fire sprinkler heads and not obstructing sprinkler coverage?			
			16. Is access to pull stations, fire system, or extinguishers clear of objects, boxes, or other debris?			
Yes	No	N/A	Foot Traffic Areas and Egress			
			17. Are hallways, corridors, aisles, and stairways clear of objects, boxes, shelves, furniture, or other debris?			
			18. Can exit doors be opened without the use of a key or special effort?			
			19. Do fire doors open and shut with ease and without obstruction?			
			20. Are egress routes and exit doors free from obstruction (36" clearance)?			



Yes	No	N/A	Electrical
			21. Are electric cords out of the way of foot traffic or covered with visible cord protectors to prevent falls?
			22. Are extension cords only used temporarily (no more than 90 days)?
			23. Do all extension cords have a grounding conductor?
			24. Are electric cords showing no sign of fraying, wear, or splices?
			25. Are all power strips/surge protectors or extension cords plugged directly into the wall (i.e. no "daisy chains").
			26. Are electrical raceways or conduit enclosed and securely fastened in place?
			27. Are combustible materials stored away from electronics or heat sources?
			28. Do fans in the work area have an appropriate fan blade guard (openings no more than a half-inch in diameter)?

IDENTIFIED HAZARDS AND CORRECTIONS LIST		
List numbers of all "NO" answers from above and describe hazard. Write "O" for hazards not listed above.		
#	Detail	Correction Date

Inspection date Name of Inspector Signature of Inspector

Date Reviewed Name of Reviewer Signature of Reviewer

Follow-up Required Follow-Up Date: _____