

Checklist for SASOHI of Low Hazard Facilities

This is a general checklist for use when inspecting low hazard administrative and barracks facilities. It does not include all possible hazards. Some items on this list will not apply to all work areas. Users should revise the form to suit individual facilities.

- 1 Complete the header information below.
- 2 For each item, check Yes, No or N/A.
- 3 For every item marked No, enter the item number on the notes pages along with the corrective action you took or initiated. Be sure to annotate positive information as well as deficiencies.
- 4 When the deficiency has been corrected, indicate the date of correction.
- 5 After you have completed the inspection, sign below.
- 6 Maintain this form on file for one year.

Organization: _____ **Inspector (print):** _____

Building/area inspected: _____ **Date:** _____

Building Manager or POC: _____

SIGNATURE of INSPECTOR: _____ **PHONE:** _____

ITEM NO.	GENERAL	YES	NO	N/A
1	Floor fans are properly equipped with center faceplates or guards to prevent injury. (Openings can be no larger than ½ inch, unless the fan is at least 7 feet above the floor.)			
2	Paper cutters have finger guards.			
3	Elevated storage areas have load limits calculated by an engineer and signs are posted.			
4	Fluorescent lights are secured with holders or covers.			
5	There are no tripping hazards in walkways. (Cables or cords across walkways, items left sitting in walkways, loose boards, or protruding nails, etc.)			
6	OSHA poster (DD Form 2272) is posted on employee bulletin boards.			
7	Good housekeeping is practiced to avoid fire hazards, tripping hazards, slipping hazards, and other possible hazards from clutter or spilled liquids.			
8	Chairs are free of obvious hazards (Loose casters or rungs, legs or backs that are not sturdy, etc.)			
9	Chairs have the proper type of casters/wheels for the surfaces on which they are used. (Chairs designed for use on carpeted surfaces can be hazardous on tile floors because they roll too easily.)			
10	Chairs equipped with casters/wheels have at least five legs.			
11	File drawers are not left open when not in use.			
12	File cabinets are arranged so that opened drawers do not protrude into walkways.			
13	File drawers are opened one at a time, to avoid tip over.			
14	Storage cabinets and closets have heaviest items on lower or middle shelves. Items are stored in a stable manner, so as not to be likely to fall.			
15	Carpets are secured to the floor and free of worn or frayed seams.			
16	Water pipes and fixtures are free of leaks or drips.			
17	Batteries are in tightly sealed containers if stored in the same refrigerator with food.			

18	Consumption of food and beverages is allowed only in areas where there will be no exposure to toxic substances or contaminates.			
19	Hand washing facilities are located near all latrines. Facilities must include soap, water, and towels OR waterless hand sanitizer.			
20	Work areas are adequately illuminated. (Direct questions regarding illumination, to MEDDAC, Preventive Medicine, Industrial Hygiene)			
21	Furniture is free of physical defects, e.g. broken, cracked, or splintered.			
22	Personnel use proper techniques while performing lifting or other physical tasks.			
23	The unit has appointed an individual who has (or will) attend the MEDDAC Office Ergonomics class.			
24	Good ergonomics principles are practiced by employees. Check for persons who appear to be sitting in awkward positions at computers, whose feet do not sit comfortably on the floor when seated, and whose computer monitors are positioned at an angle that could cause neck pain or eyestrain from light glare on the screen.			
25	Personnel who use computers or keyboards for long periods must have ergonomics assessments performed.			
ITEM NO.	FIRE PREVENTION	YES	NO	N/A
26	Fire extinguishers are properly mounted, located, and identified to employees. Building fire extinguishers are the property of the Fire and Emergency Services Div., do not remove or relocate except for firefighting or maintenance.			
27	Fire extinguishers are not blocked or obstructed, preventing access.			
28	Fire extinguishers are properly charged.			
29	Smoke detectors are free of obstructions. Direct questions regarding smoke detectors, to the Fire and Emergency Services.			
30	Fire alarm pull stations are free of obstructions. Direct questions regarding fire alarm systems to the Fire and Emergency Services. NEVER test a fire alarm system.			
31	Flammables and combustibles (oil, paint, solvent, grease, cleaning products, gasoline, etc.) are properly stored in approved flammable storage cabinets.			
32	Flammable storage cabinets are properly marked "Flammable – Keep Fire Away".			
33	Flammable storage cabinets are not located near an exit door or in the pathway leading to an exit.			
34	An appropriately rated fire extinguisher is located in the vicinity flammable storage cabinets.			
35	Coffee makers are not connected to an external timer. Hot plates and portable heaters are not permitted.			
36	Clothes dryers are properly vented (ducts are properly connected, have no holes, are not crimped, and no length exceeds 4 feet.)			
37	Ensure FC Poster 8 is located near all entrances and employees are aware of the 911 procedures to include building number/name and street address.			
38	Items are not stored within 18 inches of fire suppression system sprinkler heads.			
39	There are no furnishings and decorations of highly flammable or explosive composition in the facility.			
40	Smoking areas are properly designated and disposal facilities are provided for smokers' refuse. There are no signs of unauthorized smoking.			
ITEM NO.	ELECTRICAL	YES	NO	N/A
41	All electrical equipment, including buffers, floor fans, refrigerators, and other equipment, is equipped with plugs with grounding prongs, unless they were manufactured with only two prongs/wires.			
42	All electrical cords on equipment are free of cracks, breaks, fraying, exposed wiring, or other obvious hazards. Flexible cords and cables are free of splices and tape.			

	Plugs are in good condition, not loose and not missing the faceplate. Prongs are not loose or bent.			
43	Cords are not routed under carpets, rugs, or heavy objects, or through walls, doors, ceilings, or storage cabinets.			
44	Electrical equipment on/off switches are fully operational and free of defects.			
45	Extension cords are not being used in place of permanent wiring. (They are considered to be permanent wiring if attached to the building in a manner that requires a tool to remove them, e.g. if the outlet box portion is nailed to the wall or floor, etc).			
46	Extension cords are not used with high-amperage or heat producing equipment, i.e., refrigerators, microwave ovens, space heaters, coffee pots.			
47	Use of extension cords on a permanent basis is not permitted. Exception: proper extension cords (correct amperage rating, in good condition) may be used for items of equipment that are only operated occasionally, for short periods of time, or for equipment that uses a small amount of amperage (computer equipment).			
48	Electrical outlets, including multi-outlet extension cords, are not overloaded or connected in series. Extension cords cannot be connected in a series, "daisy chained".			
49	The rating of the extension cord is appropriate for the total electrical load it will carry.			
50	Homemade extension cords are not permitted. Only UL approved cords are authorized.			
51	Computer equipment is plugged into surge protector strips. Damaged or unserviceable strips will be removed from service immediately upon discovery.			
52	Circuit breaker boxes do not have exposed wires or missing knockouts.			
53	Circuit breaker boxes are easily accessible, not blocked by other items and are not difficult to open (e.g., taped shut, locked, etc)			
54	Circuit breaker boxes have clearly legible directories inside listing which items/circuits are controlled by each breaker.			
55	Electrical conduits are not broken or loose, exposing the wiring.			
56	Electrical outlet faceplates are not missing, broken or loose.			
57	Electrical outlets (receptacles) are not missing, broken or loose.			
58	Light switch covers are not missing, broken or loose.			
59	Light switches are not missing, broken, or loose.			
60	Exterior light fixture boxes are properly enclosed.			
61	All light fixtures (if designed to be equipped with a globe or cover) are properly equipped. Bare light bulbs will be a minimum of 18" away from combustibles.			
62	Washing machines are properly grounded, either with a ground prong on the plug or with a properly-connected ground wire.			
63	Light fixtures in showers are properly covered with approved globes.			
64	Outlets in wet or damp areas (e.g., bathrooms, kitchens, janitorial closets, outdoors, etc.) are equipped with ground-fault circuit interrupters (GFCIs). The GFCI may be either a part of the outlet or a part of the circuit breaker.			
65	All-weather outdoor electrical receptacles are free of cracks or breaks.			
ITEM NO.	WALKWAYS, AISLES, FLOORS, EXITS, AND STAIRS	YES	NO	N/A
66	Floors, aisles, doorways, and passageways are clean, dry, level, free of debris, obstructions, protruding nails, splinters, holes, and loose boards.			
67	Shower floors and similar wet-surface areas are covered with non-slip material.			
68	Doors that swing in both directions and that are located between rooms where there is frequent traffic have eye-level viewing panels in each door.			

69	Exits are located and exit access arranged so that exits are readily accessible at all times.			
70	All exit signs are readily visible.			
71	Emergency exit passageways are adequately illuminated.			
72	The directions to exits, when not immediately apparent, are marked with visible directional signs.			
73	Exit doors leading from areas housing 100 or more occupants are equipped with panic hardware.			
74	Doors and other passageways that are not exits, but that may be mistaken for exits, are appropriately marked (e.g., "NOT AN EXIT," "TO THE BASEMENT," "STOREROOM," etc.).			
75	Exit routes are free of obstructions.			
76	Exit routes do not pass through kitchens, storerooms, rest rooms, closets, or similar spaces that could be subject to locking.			
77	All doors that are passed through to reach an exit, or the path to an exit (egress route), are free to access, with no possibility of a person being locked inside.			
78	Exit doors open outward, are easily opened, are not locked or fastened when the building is occupied, and are fully operational (without sticking, e.g.). If exit doors are locked, they must be easily unlocked from the inside without the use of a key or specific knowledge or effort. NOTE: <u>Deadbolts on exit doors are specifically prohibited.</u>			
79	Fire doors are not propped or tied in the open position while the building is occupied.			
80	Where exit doors open to a change in elevation of 12 inches or more, stairs or ramps are provided to negotiate the difference.			
81	Floor elevations on both sides of an exit door do not vary by more than ½ inch.			
82	Floor elevations are maintained on both sides of the doorway for a distance not less than the width of the widest door in the exit.			
83	Stairways are properly illuminated. Emergency lighting units are fully operational.			
84	Stairways or steps having 4 or more risers (steps) have standard stair rails or handrails.			
85	The open sides of all exposed stairways and platforms have standard railings.			
86	Stairway handrails are located between 30 and 34 inches above the leading edge of stair treads. Handrails have at least 3 inches of clearance between the handrails and the wall or surface on which they are mounted.			
87	All stairways are at least 22 inches wide, in good condition, and are slip resistant.			
88	Stairs have at least a 7-foot overhead clearance.			
89	Stairway platforms are at least 30 inches long.			
90	Stairs and steps are uniform in height (riser) and depth (tread).			
91	If stairs are carpeted, the carpeting is well secured and the steps are clearly defined.			
92	There is no storage in stairwells.			
93	Platforms and balconies more than 4 feet above the floor are protected with standard guardrails. (Stairs to these areas must have rails.)			
94	When people or machinery could be exposed to falling objects from overhead platforms, lofts, or balconies, those overhead areas are guarded with standard 4-inch toe boards.			
95	Aisle or walkway surfaces more than 30 inches above any adjacent floor or the ground have standard guardrails.			
96	Sidewalks are level and free of cracks.			
97	Tree limbs are trimmed to a height of not less than 7 feet above sidewalks.			

ITEM NO	CHEMICALS	YES	NO	N/A
98	Chemicals in administrative work areas are limited to common household cleaners, i.e., pine oil cleaner, window cleaner, white board cleaner, floor wax, copy machine toner, and similar substances.			
99	All containers chemicals are properly labeled. The label must clearly identify the contents. Original containers have a consumer warning label, listing the hazards and preventive measures associated with the product. If chemicals are transferred to different containers (such as portable spray bottles), those containers are labeled with the same information.			
100	Employees using chemicals must follow the instructions on the containers, including any recommended precautions and use of any items of PPE (for example, rubber gloves, safety goggles, etc.).			
101	Chemicals are not stored with or near food or in areas where food is prepared or consumed.			
102	Personnel using chemicals wash their hands after each use.			
103	Material Safety Data Sheets (MSDSs) are readily available for all chemicals used in the work area.			
ITEM NO.	LADDERS, TOOLS, MISC	YES	NO	N/A
104	Defective ladders are removed from service, tagged, and set aside for repair or destruction.			
105	Ladders have non-slip safety feet.			
106	Wheels/casters have positive wheel and/or swivel locks, to prevent movement.			
107	Ladder rungs and steps are free of grease and oil.			
108	A ladder cannot be placed in front of any door that opens toward it, unless the door is blocked open, locked, or guarded.			
109	Ladders are placed on stable footing; not on boxes, barrels, or other unstable bases, to gain additional height.			
110	The top step of an ordinary stepladder is not used as a step.			
111	When a portable rung ladder is used to gain access to an elevated platform, a roof, or other elevated area, the ladder must always extend at least 3 feet <u>above</u> the elevated surface.			
112	When portable rung or cleat type ladder is used, the base is placed in a manner that will prevent slipping such as lashing.			
113	Personnel do not adjust extension ladders except while standing at the base (not while standing on the ladder or from a position above the ladder).			
114	Portable metal ladders are marked with signs warning to not use them around electrical equipment. Metal ladders are not used in areas where the ladder or the person using it could come into contact with energized parts of equipment, fixtures, or circuit conductors or into contact with electrical lines.			
115	Hand tools are in good working condition, tips of screwdrivers are not worn, handles are in good repair and free of splinters, etc.			
116	Wrenches are not rounded off and are free of grease and oil.			
117	Drill bits are not broken or dull.			
118	Handles of rakes and shovels are free of splinters, cracks, breaks, and not painted over or taped.			
119	Chainsaws are properly maintained, chains sharpened,			
120	Power tools have proper guards; safety features are functional, free of defects.			
121	Personal Protective Equipment (gloves, eyewear, hearing protection, footwear, etc.) is fully serviceable and in ample supply for unit needs.			

