

Fort Gregg-Adams Safety Checklist

Additional Duty Safety Officers

Inspected by _____

Area Inspected _____

Date _____

Use lines behind questions to write in locations of deficiencies found

1. Yes No N/A Have unit safety officers (USO) been appointed in writing? (AR 385-10 Para 5-13 a _____)
2. Yes No N/A Is coordination effected between Fire Department and Occupational Health personnel to ensure that hazards identified are entered into the appropriate abatement plan? (AR 385-10 Para 4-5 a _____)
3. Yes No N/A Are all workplaces inspected at least annually using Standard Army Safety and Occupational Health Inspections, (SASOHI), procedures? (AR 385-10 Para 4-3 b)
4. Yes No N/A Do USO conduct their SASOHI inspections on a quarterly basis? (DA PAM 385-10 Para 2-3 d (1) _____)
5. Yes No N/A Is a representative of the official in charge of the workplace and an authorized representative of civilian employees given the opportunity to accompany the inspector during physical inspections of the workplace? (AR 385-10 Para 4-3 e _____)
6. Yes No N/A Are all places of employment, passageways, storerooms, and service rooms kept clean and orderly and in a sanitary condition? (1910.22(a)(1) _____)
7. Yes No N/A Are the floors of every workroom maintained in a clean and, so far as possible, dry condition? 1910.22(a)(2) _____
8. Yes No N/A Is every floor, working place, and passageway free of protruding nails, splinters, holes and loose boards? (1910.22(a)(3) _____)
9. Yes No N/A Where mechanical handling equipment is used, is sufficient safe clearance allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made? (1910.22(b)(1) _____)

Housekeeping

10. Yes No N/A Are aisles and passageways kept clear and in good repairs, with no obstructions across or in aisles that could create a hazard? (1910.22(b)(1)) _____
11. Yes No N/A Are the floors of every workroom maintained in a clean and, so far as possible, dry condition? (1910.22(a)(2)) _____
12. Yes No N/A Is every floor, working place, and passageway free of protruding nails, splinters, holes and loose boards? (1910.22(a)(3)) _____

Aisles and Passageways

13. Yes No N/A Where mechanical handling equipment is used, is sufficient safe clearance allowed for aisles, at loading docks, through doorways and wherever turns or passage must be made? (1910.22(b)(1)) _____
14. Yes No N/A Are aisles and passageways kept clear and in good repairs, with no obstructions across or in aisles that could create a hazard? (1910.22(b)(1)) _____
15. Yes No N/A Are permanent aisles and passageways appropriately marked? (1910.22(b)(2)) _____

Design and Construction Requirements for Exit Routes

16. Yes No N/A Are exit routes permanent? (1910.36(a)(1)) _____
17. Yes No N/A Are openings into exits protected by a self-closing fire door that remains closed or automatically closes in an emergency upon the sounding of a fire alarm or employee alarm system? (1910.36(a)(3)) _____
18. Yes No N/A Are at least two exit routes available in the workplace to permit prompt evacuation of employees and other building occupants during an emergency, except as allowed in paragraph (b) (3) of this section? (1910.36(b)(1)) _____
19. Yes No N/A Are exit routes located as far away as practical from each other so that if one exit route is blocked by fire or smoke, employees can evacuate using the second exit route? (1910.36(b)(1)) _____

Exit Discharge

20. Yes No N/A Does each exit discharge lead directly outside or to a street, walkway, refuge area, public way, or open area with access to the outside? (1910.36(c)(1) _____
21. Yes No N/A Is each street, walkway, refuge area, public way, or open area to which an exit discharge leads large enough to accommodate the building occupants likely to use the exit route? (1910.36(c)(2) _____

Exit doors

22. Yes No N/A Are employees able to open an exit route door from the inside at all times without keys, tools, or special knowledge? (A device such as a panic bar that locks only from the outside is permitted on exit discharge doors) (1910.36(d)(1) _____
23. Yes No N/A Are exit route doors free of any device or alarm that could restrict emergency use of the exit route if the device or alarm fails? (1910.36(d)(2) _____
24. Yes No N/A Are exit doors prohibited from being locked from the inside except in mental, penal, or correctional facilities and then only if supervisory personnel are continuously on duty and the employer has a plan to remove occupants from the facility during an emergency? (1910.36(d)(3) _____
25. Yes No N/A Is the width of an exit route sufficient to accommodate the maximum permitted occupant load of each floor served by the exit route? (1910.36(g)(3) _____
26. Yes No N/A Are objects that project into the exit route prohibited from reducing the width of the exit route to less than minimum width requirements for exit routes? (1910.36(g)(2) _____

Maintenance, Safeguards, and Operational Features for Exit Routes

27. Yes No N/A Are exit routes kept free of explosive or highly flammable furnishings or other decorations? (1910.37(a)(1) _____
28. Yes No N/A Are exit routes maintained free of obstructions? (1910.37(a)(3) _____
29. Yes No N/A Are materials and equipment prohibited from being placed, either permanently or temporarily, within exit routes? (1910.37(a)(3) _____
30. Yes No N/A Are safeguards designed to protect employees during an emergency, (e.g., sprinkler systems, alarm systems, fire doors, exit lighting), maintained in proper working order at all times? (1910.37(a)(4) _____

Lighting and marking

31. Yes No N/A Is each exit route adequately lighted so that an employee with normal vision can see along the exit route? (1910.37(b) (1) _____
32. Yes No N/A Is each exit clearly visible and marked by a sign marked exit? (1910.37(b) (2) _____
33. Yes No N/A Is each exit free of decorations or signs that obscure the visibility of the exit route door? (1910.37(b) (3) _____
34. Yes No N/A Does each doorway or passage along an exit access that could be mistaken for an exit marked "Not an Exit" or similar designation, or identified by a sign indicating its actual use, (e.g. closet) (1910.37(b) (5) _____
35. Yes No N/A Is each exit sign illuminated to a surface value of at least five foot-candles (54 lux) by a reliable light source and is it distinctive in color? (self-luminous or electroluminescent signs that have a minimum luminance surface value of at least .06-foot lamberts (0.21 cd/m²) are permitted) (1910.37(b) (6) _____
36. Yes No N/A Does each exit sign have the word "Exit" in plainly legible letters not less than six inches (15.2cm) high, with the principal strokes of the letters in the word "Exit" not less than three-fourths of an inch (1.9cm) wide? (1910.37(b) (7) _____

Employee Alarm System

37. Yes No N/A Has the employer installed and maintain an operable employee alarm system that has a distinctive signal to warn employees of fire or other emergencies, unless employees can promptly see or smell a fire or other fire in time to provide adequate warning to them? (1910.37(e) _____

Employee Emergency Plans

38. Yes No N/A Is the emergency action plan in writing, kept in the workplace, and available to employees for review? (employers with 10 or fewer employees may communicate the plan orally) (1910.38(b) _____
39. Yes No N/A Does the emergency action plan include, at a minimum, the following elements? (1910.38(c) Procedures for reporting a fire or other emergency, Procedure for emergency evacuation, including type of evacuation and exit route assignments, Procedures to be followed by employees who remain behind to operate critical plant operations before they evacuate, Procedures to account for all employees after evacuation, Procedures to be followed by employees performing rescue and medical duties and names or job titles of every employee who can be contacted for further information or explanation of duties under the plan.

40. Yes No N/A Does the employer designate and train employees to assist in a safe and orderly evacuation of other employees? (1910.38(e)) _____

41. Yes No N/A Does the employer review the plan with each employee who is covered by the plan at the following times? (1910.38(f)) When the plan is developed or the employee is initially assigned to a job, whenever the employee responsibilities under the plan change, or whenever the plan is changed.

Fire Prevention Plan

42. Yes No N/A Is the fire prevention plan in writing, kept in the workplace and made available to employees for review? (employers with 10 or fewer employees may communicate the plan orally) (1910.39(b))

43. Yes No N/A Does the fire prevention plan include the following? (1910.39(c)) A list of the major fire hazards, proper handling and storage procedures for hazardous materials, potential ignition sources and their control, and the type of fire protection equipment necessary to control each major hazard, procedures to control accumulations of flammable and combustible waste materials, procedures for regular maintenance of safe guards installed on heat-producing equipment to prevent the accidental ignition of combustible materials.

44. Yes No N/A Does the employer inform employees of the fire hazards to which they are exposed upon initial assignment to a job? (1910.38(d)) _____

45. Yes No N/A Does the employer review with each employee those parts of the plan necessary for self-protection? (1910.38(d)) _____

Portable Fire Extinguishers

46. Yes No N/A Are portable fire extinguishers provided and are they mounted, located and identified so that they are readily accessible to employees, without subjecting the employees to possible injury? (1910.157(c)(1)) _____

47. Yes No N/A Are fire extinguishers maintained in a fully charged and operable condition and kept in their designated place at all times except during use? (1910.157(c)(4))

48. Yes No N/A Are portable fire extinguishers for use by employees on Class A fires distributed so that the travel distance for employees to any fire extinguisher is 75 feet or less? (1910.157(d)(2))

49. Yes No N/A Are portable fire extinguishers or hoses used in lieu of portable fire extinguishers, visually inspected monthly? (1910.157(e)(2)) _____

50. Yes No N/A Are portable fire extinguishers subjected to an annual maintenance check? (1910.157(e)(3)) _____

Employee Alarm Systems

51. Yes No N/A Is the employee alarm capable of being perceived above ambient noise or light levels in the affected portions of the workplace? (1910.165(b)(2) _____
52. Yes No N/A Does the employer explain to each employee the preferred method of reporting emergencies, such as manual pull box alarms, public address systems, radio or telephone? (1910.165(b)(4) _____
53. Yes No N/A Does the employer post emergency telephone numbers near telephones, or employee notice boards and other conspicuous locations when telephones serve as a means of reporting emergencies? (1910.165(b)(4) _____
54. Yes No N/A Is there an established procedure for sounding emergency alarms in the workplace? (1910.165(b)(5) _____

Flammable and Combustible Liquids

55. Yes No N/A Are only approved containers and portable tanks used for flammable and combustible liquid storage? (1910.106(d)(2)(i) _____
56. Yes No N/A Are outside storage buildings located fifty (50) feet or more from a building or line of adjoining property that may be built upon (buildings located within 50 feet must have a two (2) hour fire resistant wall)? (1910.106(d)(5)(vi) _____
57. Yes No N/A Are open flames and smoking prohibited in flammable and combustible liquids storage areas? (1910.106(d)(7)(iii) _____

Electrical Requirements

58. Yes No N/A Is electrical equipment free from recognized hazards that are likely to cause death or serious physical harm to employees? (1910.303 (b) (1) _____
59. Yes No N/A are conductors entering boxes, cabinets, or fittings protected from abrasion; and openings, through which conductors enter, effectively closed? (1910.305 (b) (1) _____
60. Yes No N/A Are all unused openings in cabinets, boxes, and fittings effectively closed? (1910.305 (b) (1) _____
61. Yes No N/A Are all pull boxes, junction boxes, and fittings provided with approved covers? (1910.305 (b) (2) _____

62. Yes No N/A Are flexible cords and cables prohibited from use as a substitute for permanent wiring of a structure, and prohibited from being run through holes in walls, ceilings, or floors, running through doorways, windows, or similar openings? (1910.305 (g) (1) (iii) _____
63. Yes No N/A Are flexible electric cords prohibited from fastened with staples or otherwise hung in such a fashion as could damage the outer jacket or insulation? (1910.334 (a) (1) _____
64. Yes No N/A Are attachment plugs and receptacles prohibited from connections and alterations that would prevent proper continuity of the equipment grounding connector? (1910.334 (a) (3) (ii)
65. Yes No N/A Are extension cords not used in a daisy chain (two extension are not allowed to be plugged into each other)? This is a prohibited use of extension cords. 1910.334

Office Safety

1. Yes No N/A Is OSHA 3165 Poster posted on the bulletin board?
(AR 385-10 Para. 8-6 a.
2. Yes No N/A Is good housekeeping being practiced?
(29 CFR 1910.22)
3. Yes No N/A Are employees cautioned of the danger associated with leaning back in chairs?
4. Yes No N/A Do chairs have loose casters? Are rungs, legs and backs sturdy?
5. Yes No N/A Is broken, cracked or splintered furniture taken out of service until repaired or replaced?
6. Yes No N/A Are sharp tools such as scissors, razor blades, letter openers, etc., stored in such a manner as to minimize the chance of injury?
7. Yes No N/A Are employees advised to open file drawers one at a time?
8. Yes No N/A Are drawers, boxes, desks and chairs prohibited from use as ladders when climbing from one level to another?
9. Yes No N/A If the office is equipped with storage cabinets, are heavy items stored in lower and middle shelves? (29 CFR 1910.176)
10. Yes No N/A Is the lighting adequate in working areas?

11. Yes No N/A Do personnel know proper techniques for lifting?
12. Yes No N/A Are employees discouraged from carrying oversized loads?
13. Yes No N/A Are chemicals stored in appropriate plastic or metal containers with tight-fitting lids?
14. Yes No N/A Has each office employee been made aware of all hazardous materials they may contact in their work area. The *Hazard Communication Program* includes: Written Program, Material Safety Data Sheets for each hazardous substance used, specific safe handling, use and disposal and Employee Training?
15. Yes No N/A Are the critical aspect of the Office Safety Program reviewed to include the housekeeping and storage of office materials and supplies for convenience, efficiency, and to reduce fire and personal injury hazards? Housekeeping Programs cover trash removal, recycling, destruction of discarded sensitive information, office maintenance, office storage and removal of ice/snow during inclement weather.
16. Yes No N/A Are Material Storage programs established to maintain office materials for the convenience of the users, purchasing efficiency and fire prevention? The following general procedures are to be followed: shelf storage should be used for office supplies, paper products and flammable materials should not be stored in HVAC closets or electrical rooms, materials should not be stored within three feet of exits/emergency equipment or within 18 inches of ceilings/sprinkler heads.
17. Yes No N/A Are heavy items, such as, cartons of office supplies and boxes of paper, broken-down to individual reams and stored at waist level? Commonly used items, like pens, paper clips and staples are stored at chest to eye level. Proper step-stools or ladders are provided to reach items stored overhead or out of reach. Materials should not be stored on a bare floor, within 18 inches of the wall/sprinkler heads or block any isles or exits.
18. Yes No N/A Are Electrical Hazards reviewed which would include fire, electric shocks, trips and falls? Areas to review are efficient work station design, adding convenient outlets, use of fixed power strips with ground fault circuit and circuit overload interrupters in place of extension cords, replacing worn or broken power cords, never running power cords under carpet or chair pads, providing operation manuals and training for exposed-not qualified employees under the *Electrical Safety Program*. Office employees should be trained to never operate or repair electrical equipment unless they have read and understood the directions and to always un-plug the equipment before attempting any adjustments or repairs.
22. Yes No N/A Are ergonomic practices being used to fit machines to staff? Much concern has been placed on Visual Display Terminals (VDTs) and use of Personal Computers (PCs), to include are work station design and layout appropriate?

Forward a copy to the Fort Gregg-Adams Safety Office

The Unit is responsible for initiating Service Orders for deficiencies.