

# ADVANTUS<sup>®</sup>

## WORKPLACE INSPECTION CHECKLIST

Periodic inspection and correction of identified hazards are requirements of Advantus' Safety Program. Completed copies shall be kept on file for at least one year by each supervisor. A master copy will be kept on file at the corporate office.

**Date:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_

A. GENERAL	Y / N	COMMENTS
1 Work place is clean and orderly.		
2 Floors are clear and aisles, hallways, and exits are unobstructed.		
3 Floor surfaces are kept dry and free of slip hazards.		
4 Stairways, sidewalks, and ramps are free of defects (e.g. damaged treads, frayed carpet)		
5 Illumination is adequate in all common areas and workstations.		
6 Emergency evacuation plans are posted at every stairway and elevator landing, and immediately inside all public entrances to the building.		
7 All containers, including non-hazardous chemicals and wastes, are labeled with the full chemical or trade name.		
8 Stored materials are secure & limited in height to prevent collapse.		
9 36" clearance maintained for electrical panels.		
10 Electrical cords and power strips are in tact and no permanent extension cords in use.		
11 Electrical cords and plugs are in good condition with proper grounding.		
12 Equipment and machines are clean and working properly.		
13 Adequate ventilation is provided to machines for preventing buildup of heat or gas emissions.		
14 Emergency stop switches on machines are identified and in proper working order.		
15 Mechanical safeguards are in place and in proper working order.		
16 Emergency lights function correctly.		
17 Outlet covers are not damaged.		
18 Check flexible electrical cords/air hoses for damage		
19 Inspect ladders for damage		

<b>B. BODY HARNESSSES</b>		<b>Y / N</b>	<b>COMMENTS</b>
1	All fastenings are free from defect.		
2	Harness is free from damage.		
3	Harness / Lanyard is less than 1 year old.		
<b>C. FIRE</b>		<b>Y / N</b>	<b>COMMENTS</b>
1	Emergency exit signs are lit properly.		
2	Fire alarms and fire extinguishers are visible and accessible.		
3	Fire doors are kept closed unless equipped with automatic closing device.		
4	18" vertical clearance is maintained below all sprinkler heads.		
5	Fire extinguishers are serviced annually.		
6	Corridors and stairways are kept free of obstruction and not used for storage.		
7	Check fire alarm doors		
<b>D. EYEWASH STATIONS</b>		<b>Y / N</b>	<b>COMMENTS</b>
1	Is the eyewash designed and positioned in a way that doesn't pose a hazard to the user?		
2	Are nozzles protected from airborne contaminants?		
3	Does the eyewash provide enough room to allow the eyelids to be held open during flushing?		
4	Is the path of travel to the eyewash free of obstructions that may inhibit immediate use?		
<b>E. FIRST AID KITS</b>		<b>Y / N</b>	<b>COMMENTS</b>
1	Is the kit in a location so as to permit easy accessibility in the event of an emergency?		
2	Are all supplies secure in their original packaging or container?		
3	Are all supplies with an expiration date not expired?		
4	Is the kit and/or location visibly marked?		
5	Is the outside of the kit in good repair so as to adequately protect supplies?		
<b>F. FUEL STORAGE TANK</b>		<b>Y / N</b>	<b>COMMENTS</b>
1	Is the secondary containment intact?		
2	Is the tank exterior integrity good?		
3	Is the piping exterior integrity good?		
4	Is the drain valve secure?		
5	Was there any liquid accumulation removed?		
6	Is there any stained soil around the containment area?		