

**MARION COUNTY SAFETY MANUAL
MONTHLY SAFETY INSPECTION FORM**

The purpose of this safety inspection form is to assist office personnel in identifying unsafe conditions in the workplace. The attached checklist is to be completed each at the beginning of each month by the department head or his/her designee. Department heads should maintain a copy of the previous year and the current year's safety inspection forms.

Department

Date

	Y	N	N/A	Comments
1. Desk and file drawers are closed immediately after use.				
2. File cabinets, storage cabinets, bookshelves and other items over 5 ft in height are properly anchored.				
3. Extension cords, phone cords, and cables are properly routed or covered to avoid trip and fall hazards.				
4. A maximum of one (1) power strip per electrical receptacle is used.				
5. Aisles, walkways, and work areas are clear of trip and fall hazards.				
6. Exit paths are free of boxes/materials at all times.				
7. All work areas are adequately illuminated.				
8. Storage and equipment rooms are neat and orderly.				
9. Work and storage areas are free of improper storage (heavy, high, and unstable storage).				
10. Stairways are free of obstructions.				
11. 36 inch clearance is maintained in front of all electrical panels.				
12. Step stools and ladders are readily available for reaching high places.				
13. Materials Data Safety Sheets are available for all hazardous materials used by employees.				
14. Employees responsible for performing first aid have been trained in blood borne pathogen prevention annually.				
15. Portable fire extinguishers are adequate, charged, pins secure, mounted and tagged.				
16. Fire extinguishers are accessible and unblocked.				
17. Employees are trained and refreshed on how to use fire extinguishers annually.				

18. Electrical cords and plugs are in good condition.				
19. Electrical receptacles are in good working order.				
20. Computer workstations are ergonomically correct.				
21. Hand trucks and dollies are available for transporting heavy materials.				
22. Employees have been instructed on proper lifting techniques.				
23. Do chairs have any loose casters or leg?				
24. Are there any sharp edges, points, burns or splinters on furniture?				
25. Are all fans properly guarded?				
26. Are all tools in their proper place?				
27. Are floor surfaces clean, dry, and free of debris?				
28. Is there adequate walking space approaching exits?				
29. Is all electrical equipment in good working condition?				
30. Are space heaters present within your department?				

Additional Comments: _____

Inspector's Name (Print)

Inspector's Signature

Department Head's Name (Print)

Department Head's Signature