POLK COUNTY SAFETY INSPECTION PROGRAM

Basic Information

Date: ___/___/_____ Location, Area, or Department: _____

Surveyor(s): _____

General Evaluation

Property/Liability	Needs Action	Needs Improvement	Good	Very Good
Fire Protection	☐	☐	☐	☐
House Keeping	☐	☐	☐	☐
Slip/Trip/Fall	☐	☐	☐	☐
Employee Safety	**Needs Action**	**Needs Improvement**	**Good**	**Very Good**
Safety Meetings	☐	☐	☐	☐
Safety Rules	☐	☐	☐	☐
Work Conditions	☐	☐	☐	☐
Auto/Equipment	☐	☐	☐	☐

Questionnaire

Property/Liability	**Yes**	**No**	**N/A**
Fire Protection	☐	☐	☐
Emergency numbers posted	☐	☐	☐
Fire extinguisher available/services	☐	☐	☐
Automatic sprinkler system control valve locked in open position.	☐	☐	☐
Automatic sprinkler heads clear of storage within three feet.	☐	☐	☐
Flammable, combustible liquids stored in UL-listed containers	☐	☐	☐
Flammable, combustible liquid containers stored in proper cabinet or container.	☐	☐	☐
Smoking, No Smoking areas designated/marked	☐	☐	☐
Cigarette butts noticed in No Smoking areas.	☐	☐	☐
Housekeeping	**Yes**	**No**	**N/A**
Stairwells clear of combustible items.	☐	☐	☐
Furnace, hot water heater, and electrical panel areas clear of combustible items.	☐	☐	☐
Work and public areas are clear of extension cords, boxes, equipment or other tripping hazards.	☐	☐	☐
Floor surface kept clear of oils, other fluids, or water	☐	☐	☐
Stored items are not leaning or improperly supported; heavy items are not up high.	☐	☐	☐
Slip/Trip/Fall	**Yes**	**No**	**N/A**
Stair treads are in good condition; not worn, damaged or loose.	☐	☐	☐
Handrails for all stairs/steps.	☐	☐	☐
Guardrails for all elevated platforms.	☐	☐	☐
Stair handrails are in good condition; not loose or broken.	☐	☐	☐
Floor surfaces are even, with non-slip wax if applicable.	☐	☐	☐
All rugs are held down or have non-slip backing.	☐	☐	☐
Any holes, pits or depressions are marked with tape, barricades, or guardrails.	☐	☐	☐
Wet floor signs are available and used.	☐	☐	☐

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Questionnaire (cont.)			
Public Safety	**Yes**	**No**	**N/A**
Public areas kept clear of storage and supplies	☐	☐	☐
Emergency lighting for public assembly areas in buildings.	☐	☐	☐
Evacuation plans posted for public assembly areas in buildings.	☐	☐	☐
Public areas have necessary warning or directional signs	☐	☐	☐
Construction work has barriers, covers, and markings	☐	☐	☐
Street and road signs noted in good condition, clear of obstructions.	☐	☐	☐
Sidewalks smooth and even; no holes or broken areas.	☐	☐	☐

Employee Safety			
Safety Meetings	**Yes**	**No**	**N/A**
Are departmental safety meetings held?	☐	☐	☐
How often are they held? (ex. Weekly, Monthly, Quarterly, other)	_____		
Are departmental safety meetings documented?	☐	☐	☐
Are different topics discussed each time?	☐	☐	☐
Do meetings cover department safety rules?	☐	☐	☐
Safety Rules	**Yes**	**No**	**N/A**
Are there specific department safety rules?	☐	☐	☐
Are rules written and posted in the department?	☐	☐	☐
Are rules reviewed with new employees?	☐	☐	☐
Work Conditions	**Yes**	**No**	**N/A**
Employees exposed to: ☐ Heat ☐ Cold ☐ Rain/Sleet/Snow ☐ Noise ☐ Work in confined spaces ☐ Use of chemicals ☐ Traffic ☐ Blood/body fluids ☐ Work in trenches			
Do all employees have appropriate PPE for their job?	☐	☐	☐
PPE required to be work?	☐	☐	☐
Employees trained on proper use?	☐	☐	☐
Equipment properly maintained?	☐	☐	☐
Shop equipment has proper guards to protect from pinch or caught-between type injuries.	☐	☐	☐
Chemicals used in the department?	☐	☐	☐
MSDS sheets available; employee trained on hazards, proper use, and proper PPE to use?	☐	☐	☐

Comments: _____
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_____
_____
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When completed send to ema@polkga.org