

## NH Department of Safety Workplace Safety Inspection

<b>Inspectors:</b>	<b>Date:</b>		
<b>Location of Workplace:</b>	(check mark) = Satisfactory (X) = Requires Action		
	Location	Condition	Comments
<b>Bulletin Boards and Signs</b>			
Are they clean and readable?			
Is the material changed frequently?			
Do items interfere with people walking by?			
<b>Floors</b>			
Is there loose material, debris, worn carpeting?			
Are the floors slippery, oily or wet?			
<b>Stairways and Aisles</b>			
Are they clear and unblocked?			
Are stairways well lighted?			
Are stairway exit doors easily opened from the inside and unobstructed outside the building? Snow, ice removal.			
Are handrails, handholds in place?			
Are the aisles marked and visible?			
Stair treads or tiles in good condition not lifted or missing?			
<b>Equipment</b>			
Are guards, screens and sound-dampening devices in place and effective?			
Is the furniture in good repair and safe to use? Look for:			
- chairs that are in poor repair			
- sharp edges on desks, cabinets, counters			
- poor ergonomics (keyboard elevation, chair adjustment, desk height)			

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- crowding			
Are ladders well maintained and safe to use?			
<b>Emergency Equipment</b>			
Are annual fire inspections conducted either by Division of Fire Safety self-inspection form program or by DFS personnel?			
Are fire extinguishers regularly inspected and certified?			
Is emergency lighting in place and regularly tested?			
AED (Automatic External Defibrillator) Mounted in location known to all employees and current inspection tag?			
Is there a fully stocked first aid kit appropriate for the size of the workplace and hazards associated with the workplace?			
<b>Building</b>			
Do buildings conform to standards with respect to use, occupancy, building services, and plumbing facilities?			
Check the following structures to ensure safety:			
- swinging doors			
- doors not blocked open if self-closer required			
- door handles and hardware in good condition and latch shut			
- floor and wall openings			
- ladders, stairways and ramps			
- guardrails			
Are materials stored safely?			
<b>Air Handling System (Administrative Services)</b>			
Does air exchange rate meet standard requirements?			
Is the system free of sources of contamination (e.g., asbestos, microorganisms, dust, fumes)?			
Is humidity and temperature within recommended range?			
<b>Hazardous Products</b>			
Are there any hazardous products or chemicals?			

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- If yes, are the products properly labelled?			
- If yes, is there a corresponding safety data sheet (SDS) for each product?			
- If yes, are workers trained in how to work with or near these products safely?			
<b>Sanitation</b>			
Are washrooms and food preparation areas clean?			
Are the following provided adequately?			
- toilets			
- showers			
- potable (drinkable) water			
- clothing storage			
- change rooms			
- field accommodations			
- lunchrooms			
Are measures in place to prevent the spread of disease? - hand sanitizer stations, masks			
<b>Security</b>			
Do entry and exit procedures provide workers personal security at night?			
Are emergency (evacuation, fire, bomb threat, hostile person) procedures in place?			
Are evacuation drills conducted and do employees have a designated place to assemble outside the building away from first responder arrival?			
<b>Lighting</b>			
Are lamp reflectors clean?			
Are bulbs missing?			
Are any areas dark?			

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<b>Material Storage</b>			
Are materials neatly and safely piled?			
Are there stepladders or stools to get to materials on higher shelves?			
Are storage shelves overloaded or beyond their rated capacity?			
Are large and heavy objects stored on lower shelves?			
Are passageways and work areas clear of obstructions?			
<b>General</b>			
Are extension cords used extensively? (if so, consider installing permanent wiring)			
Are electrical or telephone cords exposed in areas where employees may become entangled?			
Is electrical wiring properly installed?			
Are machines properly guarded?			
Does any equipment have sharp metal projections?			
Are wall and ceiling fixtures fastened securely?			
Are paper and waste properly disposed of?			
Are desk and file drawers kept closed when not in use?			
Are office accessories stored appropriately?			
Are materials stacked on desks or cabinets?			
Are file cabinet drawers overloaded?			
Are file cabinets loaded with the heaviest items in the bottom drawers?			
Are shelves securely fastened to the wall when necessary?			
Are filing stools or wastebaskets placed where they might be tripping hazards?			
Are publicly accessible areas and counters free of sharp objects or other hazardous items?			
General Comments or Concerns:			