

AFSCME Safety Committee

Sample

Health & Safety

Checklist

		True	False	N/A
A.	Walking or Working Surfaces.			
1.	The floor is buckling.	___	___	___
2.	The floor has cracks or holes.	___	___	___
3.	There are exposed wires, cords, or protruding electrical boxes on the floor.	___	___	___
4.	Boxes or other objects are on the floor.	___	___	___
5.	Floors are wet or slippery.	___	___	___
6.	Carpet is wrinkled or unsecured.	___	___	___
7.	Ladders, step stools, or working platforms are not provided or maintained.	___	___	___
8.	No foot rail or rest is provided to those whose jobs require standing in one place for a long period.	___	___	___
9.	There are other problems with floors or working surfaces.	___	___	___
B.	Means of Egress.			
1.	Aisles, stairways, doorways, or emergency exits are obstructed.	___	___	___
2.	Handrails in stairs or passageways are not in good condition.	___	___	___
3.	Stairs are not well lighted.	___	___	___
4.	Emergency lighting of exits is inadequate or has not been tested.	___	___	___
5.	Fire and tornado drills have not been held within the last year.	___	___	___
6.	A building emergency plan has not been developed or posted.	___	___	___
7.	There are any other problems with the means of egress from the area.	___	___	___
C.	Occupational Health and Environmental Control.			
1.	The ceiling has leaks, cracks, flaking material, drooping tile, fixtures which are not secure, or any other problems.	___	___	___
2.	Exposed pipes have leaks, flaking material, damaged wrapping or insulation, or other problems.	___	___	___
3.	Walls have flaking material, cracks, or other problems.	___	___	___

		True	False	N/A
4.	The area is too hot, too cold, or subject to sudden or frequent temperature changes.	___	___	___
5.	The air is stale or stuffy.	___	___	___
6.	There are odors, dust, or smoke in the air.	___	___	___
7.	Air conditioning grates are not clean.	___	___	___
8.	Walls or partitions have been added to the area without changes to the ventilation system.	___	___	___
9.	Employees in the area have frequent colds, coughs, other respiratory problems, headaches, or drowsiness.	___	___	___
10.	Lighting in the area is too bright, too dim, or flickering.	___	___	___
11.	Contrast between a light source and its darker surroundings is too great.	___	___	___
12.	There are glare problems on working surfaces or VDT screens.	___	___	___
13.	You can see your reflection in a VDT screen when it is on.	___	___	___
14.	There are other lighting problems.	___	___	___
15.	Noise is at a distracting or problem level.	___	___	___
16.	Equipment in the area is equipped with noise abatement devices or hearing protective equipment is provided.	___	___	___
17.	The general area of work, break or lunch areas, or bathrooms are unclean or not maintained.	___	___	___
18.	There are bugs, rodent droppings, or other vermin problems.	___	___	___
19.	There are other environmental problems in the area.	___	___	___

D. Personal Protective Equipment.

1.	Any of the following items of personal protective equipment are provided: apron, gloves, hard hat, hearing protection, respirator, or safety eye ware.	___	___	___
2.	Deluge showers or emergency eyewashes are not in the appropriate locations.	___	___	___
3.	Other personal protective equipment is provided.	___	___	___

		True	False	N/A
4.	Any personal protective equipment does not fit correctly or is not comfortable to use.	___	___	___
5.	There is no written standard operating procedure for the selection and use of respirators.	___	___	___
6.	A medical determination of fitness for a respirator user has not been made.	___	___	___
7.	Storage of protective equipment is not in a clean and convenient place.	___	___	___
8.	Training in the use of protective equipment has not been provided.	___	___	___

E. Fire Protection.

1.	Fire extinguishers or other fire protection is not provided.	___	___	___
2.	Fire extinguishers have not been inspected within the last year.	___	___	___
3.	Fire detection and alarm devices have not been tested within the last year.	___	___	___
4.	Employees have not been trained to use fire extinguishers and related equipment.	___	___	___

F. Medical and First Aid.

1.	First aid supplies are not provided at the work location.	___	___	___
2.	Employees have not received first aid training.	___	___	___
3.	An emergency medical facility is not close to the work location.	___	___	___

G. Assorted Operations.

1.	Compressed gasses are used.	___	___	___
2.	Spray painting equipment is used.	___	___	___
3.	Welding, metal cutting, or brazing equipment is used.	___	___	___
4.	Employees perform work involving asbestos or asbestos products.	___	___	___
5.	Employees perform work involving blood, body fluids, or infectious agents.	___	___	___

		True	False	N/A
6.	Metal containers of flammable liquids are not grounded when transferring liquid from one container to another.	___	___	___
7.	Grinding wheels are not equipped with a bench rest or a ring test is not used before installation of a new wheel.	___	___	___
8.	Vehicles are not properly maintained or do not have machinery guards installed.	___	___	___
9.	Employees ride or stand in the box of a moving vehicle.	___	___	___
10.	Training has not been received in accord with the Minnesota AWAIR law.	___	___	___

H. Materials Handling and Storage.

1.	Objects which could fall and cause injury are stored on top of cabinets or lockers.	___	___	___
2.	Weight is not distributed in file or storage cabinets to prevent tipping over.	___	___	___
3.	Any storage of materials is done so as to create a hazard.	___	___	___

I. Machinery and Equipment.

1.	Machines are unguarded at the point of operation.	___	___	___
2.	Machinery is not designed to prevent the operator from having any part of the body in the danger zone during operation.	___	___	___
3.	Power and operating controls are not within easy reach of the operator.	___	___	___
4.	Live parts of electrical equipment are unguarded against accidental contact.	___	___	___
5.	Electrical equipment is not adequately grounded.	___	___	___
6.	Electrical cord insulation is frayed or cracked.	___	___	___
7.	Electrical outlets are overloaded.	___	___	___

J. Hand and Portable Powered Tools and Other Hand Held Equipment.

1.	Hand held power tools are not equipped with an automatic pressure shutoff.	___	___	___
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		True	False	N/A
2.	Any hand tool is not properly stored or maintained.	___	___	___

K. Computers, Monitors, and Related Equipment.

1.	Adjustable keyboard shelves, chairs, foot rests, wrist rests, or material holders are not provided for use with computers or typewriters.	___	___	___
2.	Monitor screens are not adjustable for angle and brightness.	___	___	___
3.	Impact printers are not equipped with a noise abatement device.	___	___	___
4.	Employees' legs "go to sleep".	___	___	___
5.	Employees have not received ergonomics training.	___	___	___
6.	Employees have repetitive stress injuries.	___	___	___
7.	Employees have not received a copy of the State of Minnesota VDT policy.	___	___	___
8.	Seat does not have "waterfall" front	___	___	___
9.	Mouse is not next to keyboard and able to be operated without reaching.	___	___	___
10.	Top line of monitor screen is not at or below eye level.	___	___	___

L. Toxic and Hazardous Substances.

1.	Hazardous materials are not properly stored or disposed of.	___	___	___
2.	Containers are not labeled with contents and instructions for use.	___	___	___
3.	Initial Right To Know Training or annual retraining has not been provided.	___	___	___
4.	Material Safety Data Sheets are not available in the work location.	___	___	___
5.	The employer has not evaluated the work site for hazardous substances, harmful physical agents, and infections agents within the past year.	___	___	___
6.	The employer's written Hazard Communication Plan is unavailable.	___	___	___
7.	Any of the following substances are used: corrosive liquids, correction fluid (liquid paper, white out), greases, petroleum products, resins, paints, varnishes, herbicide, poisons, super glue, solvents, or rubber cement.	___	___	___
8.	There are other substances which you use which may be hazardous.	___	___	___

True False N/A

M. Security.

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|----|---|-----|-----|-----|
| 1. | Employees are not provided with a secure area for storage of their personal property. | ___ | ___ | ___ |
| 2. | Lighting of sidewalks and parking areas is inadequate. | ___ | ___ | ___ |
| 3. | Escort service is not available. | ___ | ___ | ___ |

N. Use this space for additional comments. Attach additional pages if you wish.