

## Health & Safety Environmental Audit Checklist

### CONTINGENCY PLANS

- Are employees aware of designated evacuation routes, and evacuation assembly areas outside of building? \_\_\_\_\_
- Emergency response Team easily Identified? \_\_\_\_\_
- Fire Drill performed within the last 12 months? \_\_\_\_\_
- Are evacuation diagrams posted in conspicuous locations in the building? \_\_\_\_\_
- Are employees instructed on how to report medical emergencies? \_\_\_\_\_

### HOUSEKEEPING, MATERIALS HANDLING, AND STORAGE

- Materials / equipment stored neatly and orderly? \_\_\_\_\_
- Work and storage areas kept from trash and clutter? \_\_\_\_\_
- Fire extinguishers / electrical panels unobstructed? \_\_\_\_\_
- Are aisles, stairs, exits, floors kept clear, clean and dry? \_\_\_\_\_

### FIRE PROTECTION AND PREVENTION

- Flammable liquids in approved safety cans, and stored in flammable storage cabinet when not in use? \_\_\_\_\_
- Extinguishers located in normal paths of travel? \_\_\_\_\_
- Are the extinguisher locations marked? \_\_\_\_\_
- Bulk drums of flammable liquids grounded and bonded to containers during dispensing? \_\_\_\_\_
- Is the inspection tag on portable extinguishers current, in good condition? \_\_\_\_\_

### PORTABLE AND FIXED LADDERS

- Are ladders in good condition? Are they inspected and tagged? \_\_\_\_\_
- Metal ladders must never be used near electrical equipment? \_\_\_\_\_
- Portable ladders have non-skid feet , friction brakes or spring loaded supports? \_\_\_\_\_
- Condition of the non-skid stoppers? \_\_\_\_\_
- Hand railings for steps over four steps high? \_\_\_\_\_

### WALKING SURFACES-EXIT WAYS/AISLE WAYS/STAIRS

- Aisles clearly identified - permanent markings? \_\_\_\_\_
- Are aisles, stairs, and walking surfaces clear? \_\_\_\_\_
- Are exits properly identified with signs, visible, and accessible? \_\_\_\_\_

### HAND AND PORTABLE POWER TOOLS

- Tools in good condition? Proper and safe use of tools? \_\_\_\_\_
- Is ground prong in place on electric powered tools ?(except double insulated) \_\_\_\_\_
- Guards in place and functioning properly? \_\_\_\_\_
- Users wearing safety glasses? Other protective equipment. \_\_\_\_\_

---

### COMPRESSED AIR

- Air hoses stored properly when not in use? \_\_\_\_\_
- Compressed air not to be used to clean clothing or work station? \_\_\_\_\_

## HEALTH/SAFETY ORIENTATION-NEW OR TRANSFERRED EMPLOYEES

- Safety and Health Orientation been provided to employee?
- Orientation documents processed?

_____	_____	_____
_____	_____	_____

## POWERED INDUSTRIAL TRUCKS

- Is the employee certified to operate a fork truck?
- Is the truck inspected prior to use for unsafe conditions and defects corrected immediately?
- Are battery charging installations located in designated areas?
- Are facilities provided for fire protection? For adequate ventilation from fumes?
- Are trucks equipped with amber flashing lights?
- Overhead truck guards in good condition?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## COMPRESSED GAS CYLINDERS

- Cylinders secured in upright position? Capped when not connected?
- Cylinders stored in designated area?
- Cylinders marked to identify the contents?
- Cylinders marked full / empty?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## INJURY/ILLNESS REPORTING

- Have personnel been instructed on where to report for medical treatment?
- Are injuries / illnesses reported in accordance with proper procedures?

_____	_____	_____
_____	_____	_____

## TRAINING

- Do employees have ALL required training?
- Is training being documented and maintained in Health and Safety?

_____	_____	_____
_____	_____	_____

## MOTOR VEHICLE SAFETY

- Do employees who operate a Scientific Atlanta vehicle, have a current valid drivers license?
- Are accident reporting kits provided in company vehicles?

_____	_____	_____
_____	_____	_____

## FLAMMABLE OR COMBUSTIBLE LIQUIDS

- Flammable liquids storage cabinets used for designated purpose only?
- No combustible materials stored in or on top of flammable liquid storage cabinets.
- Are precautions taken to prevent / control ignition sources at or around flammable liquids?
- Are approved safety cans used for flammable liquids (except small plastic squeeze bottles).
- Adequate ventilation maintained where flammable liquids are used?
- Are grounding straps in place where flammable liquids are dispensed?
- All containers must be kept closed when unattended.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## PERSONAL PROTECTIVE EQUIPMENT

- Are employees wearing safety glasses, goggles, face shields, gloves etc.?
- Is respiratory protection worn when job functions require? (Wave Solders)
- Has the employee been trained on the proper use and maintenance of respiratory protection devices?

_____	_____	_____
_____	_____	_____
_____	_____	_____

## **SAFETY TAGS AND LOCKOUT**

- Is the supervisor notified when Lockout devices are placed? \_\_\_\_\_
- Is the supervisor notified when Lockout devices are removed? \_\_\_\_\_
- Are Lockout devices tagged and signed and dated by person placing the device? \_\_\_\_\_
- Are employees authorized to place this device trained ? \_\_\_\_\_

## **HAZARD COMMUNICATION**

- Hazardous Materials manuals indexed, organized, and maintained? \_\_\_\_\_
- Material Safety Data Sheets available? \_\_\_\_\_
- Has training been provided to new / transferred employees for the proper use of Hazardous Material? \_\_\_\_\_
- Are employees trained in the use of Material Safety Data Sheet information? \_\_\_\_\_
- Are containers properly labeled as to contents? Does label match MSDS on file? \_\_\_\_\_
- Are employees using required protective equipment? \_\_\_\_\_
- Is ventilation adequate for areas where materials are used? \_\_\_\_\_
- Small spills cleaned up promptly? \_\_\_\_\_
- Do employees know the procedure for reporting large chemical spills? \_\_\_\_\_
- Are containers closed (covered) when not in use? \_\_\_\_\_

## **EATING AND DRINKING**

- Are appropriate signs posted at designated eating and drinking areas? \_\_\_\_\_

## **ELECTRICAL EQUIPMENT**

- Exposed wire, frayed cords, bad insulation repaired or replaced? \_\_\_\_\_
- Junction boxes, outlets / switches, etc., covered? In good condition? \_\_\_\_\_
- Grounded extension cords? Ground prongs in place on ground plugs? \_\_\_\_\_
- Electrical disconnects or breakers covers in place? \_\_\_\_\_
- No flexible cords run through the ceiling, wall holes, doorways, etc. ? \_\_\_\_\_
- Flexible cords and cables not attached to building surfaces? \_\_\_\_\_
- Electrical disconnects or breaker panel accessible (36" of clearance), labeled? \_\_\_\_\_

## **MACHINE GUARDING**

- Are machines anchored as required? \_\_\_\_\_
- Eye protection worn as required? \_\_\_\_\_
- Safety stops, interlocks in place and functioning properly? \_\_\_\_\_
- Controls properly identified? Electrical cords in good conditions? \_\_\_\_\_
- Machine guards in place? \_\_\_\_\_
- Preventive start up devices in place on woodworking machines? \_\_\_\_\_

Date: \_\_\_\_\_  
Location: \_\_\_\_\_  
Signature \_\_\_\_\_

A = Acceptable  
UN = Unacceptable  
NA = Not Applicable

### EMERGENCY EYEWASH STATIONS

- Are personnel trained in the proper use of Eyewash stations? \_\_\_\_\_
- Are Eyewash stations accessible? \_\_\_\_\_
- Are Eyewash stations periodically checked / cleaned by the responsible unit? \_\_\_\_\_
- Are clearances around the station clearly marked and free of obstructions? \_\_\_\_\_

### HAZARDOUS MATERIAL BULK STORAGE

- Are spill kits and Personal Protective Equipment available? \_\_\_\_\_
- Are dispensing containers grounded? \_\_\_\_\_
- Are bonding wires used when dispensing flammable liquids? \_\_\_\_\_
- Are doors self-closing and closed when room is not in use? \_\_\_\_\_
- Air exhausts and electrical equipment explosion proof? \_\_\_\_\_
- Are empty drums kept stored upside down? \_\_\_\_\_
- Is smoking, eating, or drinking not permitted within 50 feet of this area? \_\_\_\_\_

### OUTSIDE CONTRACTOR SAFETY

- Are outside contractors given rules and regulations for working on Scientific Atlanta's property or equipment documentation? \_\_\_\_\_

### MANAGEMENT OF HAZARDOUS WASTES

- Are containers closed (tightly sealed) during storage? \_\_\_\_\_
- Are containers of hazardous waste properly labeled? \_\_\_\_\_
- Is emergency spill equipment in place and properly maintained? \_\_\_\_\_
- Only proper containers may be used for hazardous waste(55 gal. drums). \_\_\_\_\_
- Are empty containers accumulated and stored properly (e.g. 55 gallon drum stored upside down)? \_\_\_\_\_
- Individuals involved in the handling of hazardous wastes properly trained? \_\_\_\_\_
- No Smoking, Hazardous Waste Signage clearly visible? \_\_\_\_\_

### TRANSPORTATION OF HAZARDOUS MATERIALS

- Are personnel properly trained (HM - 215)? \_\_\_\_\_
- Are hazardous materials packaged in accordance with Department of Transportation regulations? \_\_\_\_\_
- Are trucks and other vehicles used for the transportation of hazardous materials display proper placards? \_\_\_\_\_
- Has a Bill of Lading been generated for shipment of hazardous materials? \_\_\_\_\_

Date:

Location:

Signature

A

=

Acceptable

UN

=

Unacceptable

NA

=

Not Applicable

	A	UN	NA
<b>BATTERY CHARGING STATIONS</b>			
• Class B or C fire extinguishers available in the area?			
• Is adequate ventilation available?			
• Are battery vent caps in place and compartment covers open?			
• Emergency eyewash stations available?			
• Personal Protective Equipment is worn (goggles, apron, gloves)?			
<b>Miscellaneous items</b>			
•			
•			
•			
•			

COMMENTS: