

SAMPLE

EMERGENCY ACTION PLAN - AUDIT CHECKLIST

1. Have you developed an emergency action plan? Yes N/A
2. Have emergency escape procedures and routes been developed and communicated to all employees? Yes N/A
3. Do the employees who must remain to operate critical plant operations before evacuating know the proper procedures? Yes N/A
4. Is the employee alarm system that provides warning for emergency action recognizable and perceptible above ambient conditions? Yes N/A
5. Are alarm systems properly maintained and tested regularly? Yes N/A
6. Is the emergency action plan reviewed and revised periodically? Yes N/A
7. Do employees know their responsibilities for reporting emergencies? Yes N/A
8. Do employees know their responsibilities during an emergency? Yes N/A
9. Do employees know their responsibilities for performing rescue and medical duties? Yes N/A

OUTCOME:

Everyone in the company or organization understands the roles and responsibilities to ensure the requirements of this process are met.

EXIT DOORS - AUDIT CHECKLIST

1. Are doors that are required to serve as exits designated and constructed so that the way of exit travel is obvious and direct? Yes N/A

2. Are windows (that could be mistaken for exit doors) made inaccessible by barriers or railings? Yes N/A

3. Are exit doors able to open from the direction of exit? Yes N/A

4. Is a revolving sliding, or overhead door prohibited from serving as a required exit door? Yes N/A

5. When panic hardware is installed on a required exit door, will it allow the door to open by applying a force of 15 pounds or less in the direction of the exit traffic? Yes N/A

6. Are doors on special-storage rooms provided with appropriate release mechanism that will release the latch and open the door even if it is padlocked or otherwise locked on the outside? Yes N/A

7. Where exit doors open directly onto any street, alley, or other area frequented by vehicles, are adequate barriers and warnings provided to prevent employees from stepping directly into the path of traffic? Yes N/A

8. Are doors that swing in both directions and are located between rooms where there is frequent traffic, provided with viewing panels in each door? Yes N/A

OUTCOME:

Everyone in the company or organization understands the roles and responsibilities to ensure the requirements of this process are met.

EXIT OR EGRESS - AUDIT CHECKLIST

1. Are all exits marked with an exit sign and illuminated by a reliable light source? Yes N/A
2. Are the directions to exits, if not immediately apparent marked with visible signs? Yes N/A
3. Are doors, passageways, or stairways, that are neither exits nor access to exits and that could be mistaken for exits, appropriately marked "NOT AN EXIT," or "TO BASEMENT," "STOREROOM," and the like? Yes N/A
4. Are exit signs provided with the word "EXIT" in lettering at least five inches high and the stroke of the lettering at least 1/2 inch wide? Yes N/A
5. Are exit doors side-hinged? Yes N/A
6. Are all exits kept free of obstructions and unlocked? Yes N/A
7. Are at least two means of egress provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances? Yes N/A
8. Are there sufficient exits to permit prompt escape in case of emergency? Yes N/A
9. Are the number of exits from each floor of a building and the number of exits from the building itself appropriate for the building occupancy load? Yes N/A
10. When workers must exit through glass doors, storm doors and such, are the doors fully tempered and meeting safety requirements for human impact? Yes N/A

OUTCOME:

Everyone in the company or organization understands the roles and responsibilities to ensure the requirements of this process are met.

FIRE PROTECTION PLAN - AUDIT CHECKLIST

1. Is there a written fire-prevention plan? Yes N/A
2. Does your plan describe the type of fire protection equipment and/or system? Yes N/A
3. Have you established practices and procedures to control potential fire hazards and ignition sources? Yes N/A
4. Are employees aware of the fire hazards of the materials and processes to which they are exposed? Yes N/A
5. If you have a fire alarm system, is it tested at least annually? Yes N/A
6. Are sprinkler heads protected by metal guards when exposed to physical damage? Yes N/A
7. Is proper clearance maintained below sprinkler heads? Yes N/A
8. Are portable fire extinguishers provided in adequate numbers and types? Yes N/A
9. Are fire extinguishers mounted in readily accessible locations? Yes N/A
10. Are fire extinguishers recharged regularly and then noted on the inspection tag? Yes N/A
11. Are employees trained in the use of extinguishers and fire protection procedures? Yes N/A

OUTCOME

Everyone in the organization understands the roles and responsibilities to ensure the requirements of this process are met.

FLAMMABLE & COMBUSTIBLE MATERIALS - AUDIT CHECKLIST

1. Are combustible debris and waste materials stored in covered metal receptacles and removed from the work environment? Yes N/A
2. Are proper storage methods used to minimize the risk of fire and spontaneous combustion? Yes N/A
3. Are approved containers and tanks used for the storage and handling of flammable and combustible liquids? Yes N/A
4. Are all connections on drums and combustible liquid piping tight? Yes N/A
5. Are all flammable liquids kept in closed containers when not in use? Yes N/A
6. Are bulk drums of flammable liquids grounded and bonded to containers during dispensing? Yes N/A
7. Do storage rooms for flammable and combustible liquids have explosion-proof lights? Yes N/A
8. Do storage rooms for flammable and combustible liquids have mechanical or gravity ventilation? Yes N/A
9. Are safe practices followed when liquid petroleum gas is stored, handled, and used? Yes N/A
10. Are all solvent wastes and flammable liquids kept in fire resistant, covered containers until they are removed from the work site? Yes N/A
11. Are all extinguishers fully charged and in their designated places? Yes N/A
12. Are extinguishers free from obstructions or blockage? Yes N/A
13. Are "NO SMOKING" signs posted and enforced in areas where flammable or combustible materials are stored or used? Yes N/A
14. Are all spills of flammable or combustible liquids cleaned up promptly? Yes N/A

OUTCOME

Everyone in the organization understands the roles and responsibilities to ensure the requirements of this process are met.

GENERAL WORK ENVIRONMENT - AUDIT CHECKLIST

1. Are all work sites clean and orderly? Yes N/A
2. Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant? Yes N/A
3. Are all spilled materials or liquids cleaned up immediately? Yes N/A
4. Is combustible debris and waste stored safely and removed from the work site promptly? Yes N/A
5. Are covered metal waste cans used for oily and paint-soaked waste? Yes N/A
6. Are the minimum number of toilets and washing facilities provided? Yes N/A
7. Are all toilets and washing facilities clean and sanitary? Yes N/A
8. Are all work areas adequately lighted? Yes N/A

OUTCOME

Everyone in the organization understands the roles and responsibilities to ensure the requirements of this process are met.