



DISCLAIMER:

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INTRODUCTION

This policy is designed to provide drivers, employees, and all other concerned parties with information regarding the policies and general practices of this company. Written information is provided herein. However, it is not the intent of the company to list all aspects of its programs, policies and or procedures within this policy. It is also understood that the information contained herein is subject to change at the discretion of the company. Additional policies and directives may be issued at any time.

It is the intent of this company to operate a Safe Workplace and in accordance with the regulations set forth by all applicable Regulatory Agencies. Nothing in this policy is designed to supersede these regulations.

All drivers are expected to operate drug-free, safely and courteously on the highways. Evidence that this requirement is not being honored will result in the immediate revocation of the safety clearance of the offending driver.



Safety Inspection

Company	Date
Address	
Contact	
Inspected by	Date

Checklist

☐	OSHA posters posted	YES ☐	NO ☐
☐	Training records being maintained	YES ☐	NO ☐
☐	Emergency procedures and contact information posted	YES ☐	NO ☐
☐	First Aid and emergency medical supplies available	YES ☐	NO ☐
☐	Fire Exits are clear at all times- fire doors operational and not obstructed	YES ☐	NO ☐
☐	Storage kept out of aisles	YES ☐	NO ☐
☐	Fire extinguishers properly labeled and operational	YES ☐	NO ☐
☐	Access to Fire extinguishers not obstructed	YES ☐	NO ☐
☐	Hazardous material properly labeled, stored and returned to proper storage	YES ☐	NO ☐
☐	Secondary containers properly labeled	YES ☐	NO ☐
☐	Employees trained for job performed	YES ☐	NO ☐
☐	Employees following proper work procedure	YES ☐	NO ☐
☐	Employees use proper PPE	YES ☐	NO ☐
☐	Workspaces cleaned and maintained	YES ☐	NO ☐
☐	Workspace properly illuminated	YES ☐	NO ☐
☐	Workspace properly ventilated	YES ☐	NO ☐
☐	Floors keep clean and dry- mat are keep in good conditions	YES ☐	NO ☐
☐	Machinery and equipment clear of clutter and debris	YES ☐	NO ☐
☐	Carts and trucks parked as not to block exits or aisles	YES ☐	NO ☐
☐	Storage shelves not over loaded for rating	YES ☐	NO ☐
☐	Items stored in a stable manner so as not to fall over or overhang	YES ☐	NO ☐
☐	Pallets stored so as not to create trip hazard – banding wire , nails secured	YES ☐	NO ☐
☐	Electrical panels have access without obstructions	YES ☐	NO ☐
☐	Electrical cords are routed as not to present trip hazard or across aisles	YES ☐	NO ☐
☐	Sanitations and drinking facilities properly maintained	YES ☐	NO ☐
☐	Food properly stored –leftovers removed periodically	YES ☐	NO ☐
Additional Items			
☐		YES ☐	NO ☐
☐		YES ☐	NO ☐

Acknowledgment of Inspection:

Name:	Date



All reports and recommendations are purely advisory for the purpose of acting as a resource to assist clients with an OSHA complaint safety program. No program can be so comprehensive as to address all existing or possible issues at a facility or operation. It is the sole responsibility of the management of the client companies to identify, understand and manage risks and potential risks in their operations. This survey is not intended to detect all potential causes of loss, code violations, or exceptions to good practices and does not relieve you of any of your responsibilities to identify and correct any unsafe practices or conditions on the premises and in its operations. Safety Compliance Institute and any of its employees do not assume any liability because of conducting or providing such survey.