APHIS SAFETY INSPECTION CHECKLIST (General Safety)

NAME OF INSPECTOR	LOCATION OF FACILITY INSPECTED	DATE OF INSPECTION		

INSTRUCTIONS

Executive Order 12196 requires Federal agencies to conduct annual workplace ins pections and correct conditions which do not meet safety and health standards. More frequent inspections should be made when there is an increased risk of accident, injury, or illness due to the nature of the work performed.

Inspections must be documented. The APHIS Safety Inspection Checklists (APHIS Form 256-1. 256-2, 256-3, 256-4, and 256-5) may be used for inspection documentation. Alternatively, facilities may choose to develop their own checklists which better suit their needs. The checklists must, at a minimum, address items pertinent under Occupational Safety and Health Administrication and Environmental Protection Agency Standards.

The head of the work location will take corrective action within 15 work days of the inspection. The Corrective Action section of the Checklists with specific due dates will be developed for deficiencies that require more than 15 work days to correct (See Chapter 2, Section 2.5, APHIS Safety and health Manual). Employees will be advised of the results.

The APHIS Safety Inspection Checklists consist of the following:

APHIS Form 256-1 - General Safety

APHIS Form 256-2 - Animal Handling Facilities, Bird Quarantine Facilities, and Greenhouses

APHIS Form 256-3 - Laboratories

APHIS Form 256-4 - Machine/Workshop

APHIS Form 256-5 - Hazardous Chemical Storage and Waste Disposal

The General Safety Checklist (APHIS Form 256-1) applies to all locations; the other four Checklists apply to specific activities. Space is provided for the inspector to list additional items or conditions. The Checklists will be retained for 5 years at the work location.

Complete all items ("X" one column). A "Not Applicable" (N/A) Complete all items ("X" one column). A "Not Applicable" (N/A) column is provided

Employees and supervisors should refer to the APHIS Safety and Health Manual, C hapter 2, for additional information.

column is provided because all items and conditions may not apply to each area. Explain all "NO" responses in "Section F - Corrective Action."								
A. Environmental Factors and Layout:	YES	NO	N/A		YES	NO	N/A	
Does the ventilation system appear to work adequately?				13. Is suitable office equipment provided for stamping, sharpening, and cutting operations?				
2. Can normal conversations be heard between 2 people 3 feet apart?				14. Is the use of makeshift tools, such as unprotected razor blades, prohibited?				
3. Does the lighting system appear adequate for the work area (intensity, glare, etc.)?				Is building equipment, facilities, and machinery arranged to allow orderly operation and avoid confusion?				
4. Are sufficient metal trash containers available?				16. Are glass doors designed with decals centered 4 ½				
5. Is waste collected regularly?				feet above the floor to prevent people from walking into them?				
6. Are entry ways kept clear of snow, ice, gravel, etc?				Are floor mats or runners used at building entrances and other potentially hazardous high traffic points during inclement weather?				
7. Are procedures established for emergency weather conditions and natural disasters?				18. Are copy machines in open, well ventilated areas?				
8. Are safe working practices exhibited by employees (clean work sites, the use of protective equipment, etc)?				 Are safe working practices evident on the part of office personnel? (Opening only one file drawer at a time, never leaving desk or file drawers open, using 				
Is equipment, vehicles, and machinery limited to authorized personnel only?				letter openers, moisteners, staple removers, etc. for the purpose intended.)				
Are fans positioned safely to prevent falling or being tripped over?				20. Do visual display terminals (VDT) include a chair that adjusts to different body positions?				
11. Has office furniture with splintered or jagged edges been repaired?				21. Is leg room adequate between chair and VDT?22. Are VDT's adjustable for height and tilt?				
12. Are projections on bookcases, filing cabinets, and desks removed or guarded?				23. Are VDT screens oriented or equipped to reduce glare?				

Complete all items ("X" one column). A "Not Applicable" (N/A) column Complete all items ("X" one column). A "Not Applicable" (N/A) column is is provided because all items and conditions may not apply to each provided because all items and conditions may not apply to each area. Explain area. Explain all "NO" responses in "Section F - Corrective Action." all "NO" responses in "Section F - Corrective Action." **B. Building Structure:** YES NO N/A YES NO N/A 24. Are ceiling tiles and lighting fixtures secured 45. Are hazardous parts of electrical office machines and tightly? equipment effectively guarded? Are walls free of hazardous protruding 25. 46. Are outlets located at sinks equipped with ground objects (nails, hooks, etc.)? fault interupters? D. Fire Protection and Life Safety: 26. Are all stairways clear and well lighted? 47. Are all exits and exit routes clearly marked and free 27. Do stairways have a minimum width of 22", of obstructions or impediments? uniform riser height, and tread depth throughout any flight? (Stairways having Do exit signs have letters at least 6" high and treads less than 9" in width should have open adequately illuminated? risers.) 49. Are doors on passageways which are not exits or exit Are open-sided floors, platforms, or runways routes, but which could be mistaken for same, 4" or higher above the floor or ground level, clearly marked (janitorial closet, basement, etc.)? guarded by standard railing and toeboard? (If above or adjacant to dangerous equipment, 50. Is a fire alarm provided where building arrangements this guarding is required regardless of or occupancy is such that fire itself does not provide height.) adequate warning to all occupants? (Manual fire alarm boxes should be distributed to they are Are floor holes and openings guarded by unobstructed, readily accessible, and in the normal cover or standard railings during use? path of exit.) Are aisles free of obstructions? 51. Are emergency evacuation procedures posted? Are main entry and exit aisleways a minimum Are emergency lighting systems adequate and tested periodically? 32. Is broken glass replaced? 53. Are evacuation drills held periodically? Do stairways have secure handrailings? 54. Are emergency plans established with local fire (Stairs (up to 44" wide) should have railings departments? on both sides of the stairs. Stairs from 44" to 88" wide should have a center handrail and 55. Is space around building free of dry grass, weeds, nonslip treads.) and rubbish? 34. Are rough, splintered, uneven, or other floor 56. Are all fire protection equipment and apparatus hazards repaired or suitably marked? painted red? (If not practical to paint red, such as hose and some extinguishers, the background or 35. Is the floor free of obstacles such as supports may be painted.) extension cords, outlets (metal, above the floor), rugs with upturned edges? 57. Is extinguishing equipment adequate? (Sufficient number, proper type, in proper locations, etc., as Are measures taken to prevent file cabinets required by occupancy i.e., light, ordinary, or high from tipping over? hazard.) C. Electricity: 58. Are nonwheeled extinguishers mounted, readily 37. Are flexible cords (fixture wiring, portable lamp accessible, and the location and intended use or appliance cord, etc.) checked for frayed conspicuously marked? insulation, worn plugs, etc.? 59. Are extinguishers visually inspected monthly to 38. Is fixed wiring instead of flexible cords used to ensure they are in place, are adequately pressurized, run through holes in walls, ceilings, or floors; have not been tampered with, or damaged? run through doorways, windows, or similar openings, and concealed behind walls, 60. Are extinguishers examined annually, tagged to ceilings, or floors? show service date, and initials or signature of person performing this service? (Extinguishers removed for 39. Are flexible cords used only in continuous repair, recharge, etc., nust be replaced by spare lengths without splice or tape? extinguisher.) 40. Is electrical equipment properly grounded? (It 61. Are extinguishers hydrostatically tested? should be equipped with 3-prong plugs or (Companies performing extinguisher maintenance double insulated.) service must certify that periodic hydrostatic testing requirements are met.) 41. Do outlets have appropriate cover plates? 62. Are safety cans used for flammable liquids? (Cans 42. Are all outlets equipped with 3-prong sockets? will be painted red with either yellow band around can or contents conspicuously stenciled or painted 43. Do coffee pots rest on fire proof surface? on the can in yellow.) Does the location of electrical and telephone

outlets prevent a tripping hazard?

D. Fi	re Protection: (Continued)	YES	NO	N/A	G. Personal Protective Equipment:	YES	NO	N/A
63.	Are oil rags kept in closed metal containers?				76. Have employees been informed of workplace hazards?			
64.	Are sufficient and suitable ash trays available for employees who smoke?				77. Have written Standard Operating Procedures (SOP) been established covering the selection and use of			
65.	Are "NO SMOKING" areas well defined and posted?				personal protective equipment? 78. Has personal protective equipment been issued to			
66.	Are "NO SMOKING" policies strictly enforced?				personnel as needed (respirators, chemical splash goggles, safety glasses, gloves, hard hats, foot protection, etc.)?			
67.	Are employees (especially the handicapped) aware of measures to be taken in event of emergency (how to call fire and police				79. Are protective hand creams available for personnel who work with solvents, cutting oils, etc.?80. Have personnel been trained in the use of personal protective equipment?			
F N	departments, location of emergency							
	Is a system in effect for providing immediate medical treatment for injured employees? (If				81. Is the use of personal protective equipment strictly enforced?			_
	infirmary, clinic, or hospital is not in close proximity, a person(s) trained to render first aid will be available. First aid supplies approved by a consulting physician will be				 82. Are respirators for emergency use inspected at least monthly and recorded? 83. Is personal protective equipment maintained on a regular schedule (respirators cleaned, disinfected, and properly stored after each use; shelf life of canisters checked, etc.)? 			
	readily available.)							
69.	Are telephone numbers posted for emergencies?							
70.	Are employees familiar with procedures for reporting injuries?				84. Have employees who must wear respiratory protection been given appropriate medical evaluation?			
F. S	torage:				H. Underground Storage Tanks (USTs): (Applies to facilities owned by APHIS)			
71.	Do spaces used for storage (warehouses, etc.) have safe floor load information				85. Are USTs located on the property?			
	permanently posted?				86. Has the APHIS Safety, Health, and Environmental Section been notified of the tanks?			
72.	Are file and supply cabinets properly filled with heavier materials on the bottom?				87. Have State or regulatory authorities been notified of any regulated USTs?			
73.	Is material neatly stacked?				 88. Are the tanks in compliance with Federal, State, and local regulations? I. Miscellaneous: 			
74.	Are step ladders or similar devices available for obtaining materials or supplies in high							
75.	places? Are materials properly stacked in aisles or passageways and do not cause safety				89. Are hazardous warning signs available for employees, custodial personnel, or visitors as needed (no smoking, eye hazard area, no admittance, etc.)?			
	hazards?			90. Is safe, potable water available?				
					91. Are restrooms kept in a sanitary condition?			

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J. Other (Enter items not listed in this checklist that are applicable to your section.)

92. Are restrooms accessible to the disabled?

	K. Corrective Action								
ITEM NO.	DEFICIENCIES IDENTIFIED	REQUIRED ACTIONS TO CORRECT DEFICIENCIES	ACCOMPLISHMENT						