

APHIS SAFETY INSPECTION CHECKLIST (General Safety)

NAME OF INSPECTOR	LOCATION OF FACILITY INSPECTED	DATE OF INSPECTION
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INSTRUCTIONS

Executive Order 12196 requires Federal agencies to conduct annual workplace inspections 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 Administration 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.

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

Complete all items ("X" one column). A "Not Applicable" (N/A) column is provided because all items and conditions may not apply to each area. Explain all "NO" responses in "Section F - Corrective Action."

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	YES	NO	N/A		YES	NO	N/A
A. Environmental Factors and Layout:							
1. 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.)?				15. 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 1/2 feet above the floor to prevent people from walking into them?			
5. Is waste collected regularly?				17. Are floor mats or runners used at building entrances and other potentially hazardous high traffic points during inclement weather?			
6. Are entry ways kept clear of snow, ice, gravel, etc?				18. Are copy machines in open, well ventilated areas?			
7. Are procedures established for emergency weather conditions and natural disasters?				19. 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 letter openers, moisteners, staple removers, etc. for the purpose intended.)			
8. Are safe working practices exhibited by employees (clean work sites, the use of protective equipment, etc)?				20. Do visual display terminals (VDT) include a chair that adjusts to different body positions?			
9. Is equipment, vehicles, and machinery limited to authorized personnel only?				21. Is leg room adequate between chair and VDT?			
10. Are fans positioned safely to prevent falling or being tripped over?				22. Are VDT's adjustable for height and tilt?			
11. Has office furniture with splintered or jagged edges been repaired?				23. Are VDT screens oriented or equipped to reduce glare?			
12. Are projections on bookcases, filing cabinets, and desks removed or guarded?							

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D. Fire Protection: (Continued)

- 63. Are oil rags kept in closed metal containers?
- 64. Are sufficient and suitable ash trays available for employees who smoke?
- 65. Are "NO SMOKING" areas well defined and posted?
- 66. Are "NO SMOKING" policies strictly enforced?
- 67. Are employees (especially the handicapped) aware of measures to be taken in event of emergency (how to call fire and police departments, location of emergency)

E. Medical and First Aid:

- 68. Is a system in effect for providing immediate medical treatment for injured employees? (If 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 readily available.)
- 69. Are telephone numbers posted for emergencies?
- 70. Are employees familiar with procedures for reporting injuries?

F. Storage:

- 71. Do spaces used for storage (warehouses, etc.) have safe floor load information permanently posted?
- 72. Are file and supply cabinets properly filled with heavier materials on the bottom?
- 73. Is material neatly stacked?
- 74. Are step ladders or similar devices available for obtaining materials or supplies in high places?
- 75. Are materials properly stacked in aisles or passageways and do not cause safety hazards?

G. Personal Protective Equipment:

- 76. Have employees been informed of workplace hazards?
- 77. Have written Standard Operating Procedures (SOP) been established covering the selection and use of personal protective equipment?
- 78. Has personal protective equipment been issued to personnel as needed (respirators, chemical splash goggles, safety glasses, gloves, hard hats, foot protection, etc.)?
- 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?
- 81. Is the use of personal protective equipment strictly enforced?
- 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.)?
- 84. Have employees who must wear respiratory protection been given appropriate medical evaluation?

**H. Underground Storage Tanks (USTs):
(Applies to facilities owned by APHIS)**

- 85. Are USTs located on the property?
- 86. Has the APHIS Safety, Health, and Environmental Section been notified of the tanks?
- 87. Have State or regulatory authorities been notified of any regulated USTs?
- 88. Are the tanks in compliance with Federal, State, and local regulations?

I. Miscellaneous:

- 89. Are hazardous warning signs available for employees, custodial personnel, or visitors as needed (no smoking, eye hazard area, no admittance, etc.)?
- 90. Is safe, potable water available?
- 91. Are restrooms kept in a sanitary condition?
- 92. Are restrooms accessible to the disabled?

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

K. Corrective Action

ITEM NO.	DEFICIENCIES IDENTIFIED	REQUIRED ACTIONS TO CORRECT DEFICIENCIES	ACCOMPLISHMENT