

**COLLATERAL DUTY SAFETY OFFICER
ADMINISTRATIVE FACILITIES/MISSIONS INSPECTION CHECKLIST**

BLDG/FACILITY: _____ **DATE:** _____

DIRECTORATE/OFFICE: _____ **INSPECTOR:** _____

SCORE: _____

EMPLOYER POSTING AND RECORDKEEPING

_____ Is the required DD Form 2272, Department of Defense Safety and Occupational Health Protection Program poster displayed in a prominent location where all employees are likely to see it? RAC 5

_____ Are employee training records maintained and accessible for review by employees? RAC 5

MEDICAL SERVICES AND FIRST AID

_____ Are emergency telephone numbers posted? RAC 4

_____ If located in the work area, are first aid kits easily accessible, periodically inspected, and replenished? RAC 4

_____ If located in the work area, are Automated External Defibrillators (AED) serviceable, inspections conducted at least monthly, and documented on inspection tags? RAC 4

FIRE PROTECTION

_____ Are fire doors in good operating condition/serviceable? RAC 3

_____ Are fire exits free of clutter, snow, and locks or other devices that could hinder escape? RAC 3

_____ Is proper clearance (18 inches) maintained below sprinkler heads? RAC 3

_____ Are fire extinguishers selected and provided for the types of materials in the areas where they are to be used? RAC 4

_____ Are portable fire extinguishers mounted in readily accessible locations and free from obstructions or blockage? RAC 4

_____ Are fire extinguishers in their designated places, visually inspected monthly, and the inspections documented? RAC 4

_____ Are employees periodically instructed in emergency evacuation procedures? RAC 3

EXIT OR EGRESS – EVACUATION

_____ Are all designated fire exits marked with an exit sign? RAC 4

_____ Are the directions to exits, when not immediately apparent, marked with visible signs? RAC 4

_____ Are doors, passageways or stairways that are not exits nor access to exits, but could be mistaken for exits, appropriately marked “NOT AN EXIT”, “TO BASEMENT”, “STOREROOM”, etc.? RAC 3

GENERAL WORK ENVIRONMENT

_____ Are all worksites and food preparation/break areas clean, sanitary and orderly? RAC 4

_____ Are toilets and washing facilities maintained in a clean and sanitary fashion? RAC 4

_____ Are food or beverages consumed only in areas where there is no exposure to toxic material, blood, or other potentially infectious materials? RAC 4

WALKWAYS

_____ Are aisles and passageways kept clear? RAC 4

_____ Are wet surfaces covered with non-slip materials? RAC 4

_____ Are holes in floors and other walking surfaces made safe with temporary measures and service orders submitted for permanent repair? RAC 4

_____ Are spilled materials cleaned up immediately? RAC 3

_____ Are floor openings guarded by a cover, a guardrail, or equivalent on all sides (except at stairways or ladder entrances)? RAC 3

_____ Are grates or similar type covers over floor openings such as floor drains designed to allow unimpeded foot traffic or rolling equipment? RAC 4

HAZARD COMMUNICATION STANDARD

_____ Is there a list of hazardous substances used in your workplace and a SDS readily available for each hazardous substance? RAC 4

_____ Is there a written hazard communication program/SOP dealing with SDSs, labeling and employee training? RAC 5

_____ Are hazardous substance containers labeled with product identity and hazard warning? RAC 3

NOISE

_____ Has the Industrial Hygiene Office identified areas in the workplace where continuous noise levels exceed 85 decibels? RAC 3

_____ Is approved hearing protective equipment available to every employee working in a hazard noise area? RAC 3

_____ Do employees in noise hazard areas attend annual hearing conservation training and screened with annual audiograms? RAC 4

PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING

_____ Has the employer determined whether hazards that require the use of PPE (e.g. head, eye, face, hand or foot protection) are present or are likely to be present (identified on documents such as risk assessments, job hazard analyses, industrial hygiene surveys, SDS, or manufacturer's warnings/instructions)? RAC 3

_____ If hazards are identified, are employers selecting appropriate and properly fitted PPE suitable for protection from these hazards and ensuring that affected employees use it? RAC 3

_____ Have both the employer and the employees been trained on PPE procedures, i.e. what PPE is necessary for job tasks, when workers need it, and how to properly wear and adjust it? RAC 3

MATERIALS HANDLING

_____ Is there safe clearance for equipment movement through aisles and doorways? RAC 5

_____ Are aisles permanently marked and kept clear to allow unhindered passage? RAC 5

TRANSPORTING EMPLOYEES AND MATERIALS

_____ Are motorized vehicles and mechanized equipment inspected daily or prior to use? RAC 5

_____ Do employees who operate vehicle or equipment complete the required driver's safety training and possess a valid operator's licenses? RAC 3

ELECTRICAL SAFETY

_____ Are portable electrical tools, equipment, and appliances such as vacuum cleaners, floor polishers, etc. grounded or of the double insulated type? RAC 3

_____ Are extension cords grounded? RAC 3

_____ Are extension cords used as a substitute for permanent wiring? RAC 4

_____ Are exposed wiring and cords with frayed or deteriorated insulation, or missing grounds tagged "Out of Service" until repaired or replaced? RAC 4

_____ Are extension cords and cables free of splices? RAC 4

_____ Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served? RAC 3

_____ Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with covers, plugs, or plates? RAC 4

_____ Is access to electrical (circuit breaker) boxes unimpeded? RAC 3

_____ Do electrical (circuit breaker) boxes have a cover? RAC 5

_____ Are there at least two employees on duty who regularly work on or around energized electrical equipment or lines, instructed in cardiopulmonary resuscitation (CPR) and use of an automated external defibrillator (AED)? RAC 3

ERGONOMICS (COMPUTER WORKSTATIONS)

_____ Are employees' head and neck posture upright, or in-line with the torso (not bent down/back), and heads, necks, and trunks facing forward, and trucks perpendicular to the floor? RAC 4

_____ Are employees' wrists and hands are straight and not bent up/down or sideways toward the little finger? RAC 4

_____ Are employees' feet rest flat on the floor or are supported by a stable footrest? RAC 4

_____ Are tops of monitor screens at or below eye level so the employees can read it without bending their head or neck down/back? RAC 4

_____ Are monitors directly in front of employees to prevent employees from twisting their heads or necks? RAC 4

_____ Do seat backrests adjust to provide support for the employees' lower back (lumbar area)? RAC 4

_____ Are armrests adjustable, support both forearms while employees perform computer tasks and do not interfere with movement? RAC 4

_____ Are keyboard/input device platforms stable and large enough to hold a keyboard and an input device? RAC 4

_____ Are input devices (mouse or trackball) located right next to employees' keyboards so these can be operated without reaching and the shape/size fit employees' hands (not too big/small)? RAC 4

_____ Do employees' wrists and hands rest on sharp or hard edges? RAC 4

_____ Are document holders, placed at about the same height and distance as the monitor? RAC 4

_____ Can telephones be used with the employees' heads in an upright position (not bent) and their shoulders relaxed (not elevated) if they do computer tasks at the same time? RAC 4

SCORING: 100%-90% = GREEN; 89%-80% = YELLOW; 79%-70% = RED; 69%-0% OR A RAC 3 = BLACK

SCORE = TOTAL NUMBER RATED "YES" DIVIDED BY THE TOTAL NUMBER OF APPLICABLE ITEMS