

Accident Fund INSURANCE COMPANY OF AMERICA

Good Housekeeping Checklist

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| Location/Department: | Date of Inspection: | | | | | | |
|---|---------------------|----|-----|----------|--|--|--|
| Inspectors: | 1 | | | | | | |
| Corrective Actions: Work order/memos were issued: Yes No Date issued: | | | | | | | |
| The following safety and health checklist is based on the OSHA standards. It may not include <i>all</i> conditions, as it is intended to be used only as a guide. | | | | | | | |
| Topic Description | Yes | No | N/A | Comments | | | |
| Are stairs, floors and aisles kept clear? | | | | | | | |
| Are boxes, cords, cables and hoses placed on surfaces above floor level? | | | | | | | |
| Are items put away when they are not in use? | | | | | | | |
| Are items kept out of harm's way when temporarily settling them aside? | | | | | | | |
| Are sharp tools kept in sheaths? | | | | | | | |
| Do employees cover or sand rough, splintered surfaces or edges? | | | | | | | |
| Are flammable liquids kept in properly covered containers? | | | | | | | |
| Are extension cords used only temporarily? | | | | | | | |
| Is dust and lint kept from building up on machinery and work surfaces? | | | | | | | |
| Are flammable rags disposed of in tightly closed metal containers that are emptied daily? | | | | | | | |
| Are chemical containers kept closed when not in use? | | | | | | | |
| Are chemical containers inspected regularly for leaks? | | | | | | | |
| Are small chemical spills cleaned up immediately, following the MSDS procedures and company policy? | | | | | | | |

Safety Tips From the WorkSafe People™



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| Are larger chemical spills handled by trained responders? | | | | |
|--|-----|----|-----|----------|
| Are non-chemical spills cleaned up immediately and the area blocked off to prevent slipping hazards or covered with sand or other absorbent material until cleaned up? | | | | |
| Are food, drink, cigarettes and personal items kept off work surfaces? | | | | |
| Topic Description | Yes | No | N/A | Comments |
| Are extension cords, welding leads, wires, hoses and ropes kept straight, untangled and coiled up when not in use? | | | | |
| Are lights kept clean, since dirty bulbs do not give off much light and can be a fire hazards? | | | | |
| Is trash thrown away promptly and properly in the right containers? | | | | |
| Is scrap and debris piled neatly? All piled or stacked material stable and cannot fall, slip or collapse? | | | | |
| Is broken flooring, loose boards, or other similar problems flagged, reported and repaired ASAP? | | | | |
| Is time left for cleanup at end of shifts? | | | | |
| Are toilets and washing facilities are clean and sanitary? | | | | |
| Are burned out lights reported and replaced? | | | | |