

Installations, Environment, & Safety

Health and Safety Inspection

Supervisor Monthly/Quarterly General Safety Checklist

MARCORLOGCOM HQ, IE&S, has developed this form to assist Safety Representatives, Work Leaders, Supervisors, and/or employees throughout the command in identifying and, when necessary, correcting general safety hazards. Periodic inspection and correction of identified hazards is a requirement of MCLC's Safety Order 5100.8. If you have any questions or suggestions regarding the content of this survey, please contact us at SMBLOGCOMIE@USMC.mil.

Please send completed forms to: _____ **Room:** _____

Completed by: _____ **Date:** _____

Building: _____ **Room:** _____

Supervisor: _____ **Dept:** _____ **Phone:** _____

Signature: _____ **Date:** _____



Satisfactory



Needs Improvement



Not Applicable

Work Environment Safety		
Mark	Description	Corrective Action/Remarks
	Employee's work areas are adequately illuminated	
	Employees are not engaged in ergonomic hazards, e.g. awkward posture, prolonged repetitive motion, contact stress, etc.	
	Workplace is clean and orderly	
	Exits are cleared of obstructions and accessible	
	Stored materials are secure and limited in height to prevent collapse	
	Employees are not engaged in unsafe acts, e.g. using chairs or tables as step stools, using multiple extensions cords, etc.	
	Are chairs in good condition, properly adjusted, provide adequate back support, proper number of legs, proper casters (carpet/urethane)?	
	Are computer display screens bright enough w/sufficient contrast, positioned at comfortable viewing level, keyboard allow wrists to remain straight?	
	Is air movement unobstructed and are vents clear	
	Is paper cutter equipped with guard/blade spring function, paper shredder guarded, & training provided	
	Are chemical products properly used, labeled and stored	
	Are safe step stools and ladders available when necessary and are they properly used	
	Are Industrial Hygiene Surveys available and up-to-date?	
	Is the Commander's Safety Policy posted and up-to-date?	
	Is the DoD Safety and Occ Health Protection Program poster (DD2272) posted on the official bulletin board?	

	Are routine monthly/quarterly Supervisor Workplace Safety Inspections being conducted and recorded in safety binder?	
	Are unsafe/unhealthful report forms readily available to employees?	
	Are JHA's readily available in work center?	
Housekeeping		
Mark	Description	Corrective Action/Remarks
	Aisles correctly established and clear	
	No evidence of possible tripping hazards	
	Floors dry - not slippery	
	Cords are not stretched across aisles or under carpets	
	Floors are clean and free of grease or oil	
	Entrance mats available and used in wet weather	
	Carpet is secure and free of tears, lumps or loose pieces	
	Are mops and brooms stored in well ventilated areas with heads up off the floor?	
	Are janitor's closets clean and not used for storage?	
Stairways, Aisles, Storage Rooms, Halls, Walls, Emergency Exits, Fire Extinguishers		
Mark	Description	Corrective Action/Remarks
	Adequate lighting in stairway, aisle, or storage room	
	Handrails are installed, secure and in good condition	
	Stairways and halls are clear of materials and equipment - not cluttered	
	Emergency exits are clearly marked and accessible	
	Fire extinguishers are accessible and fully charged	
	Stairways are provided with anti-slip treads and in good condition	
	Are fixtures and signage securely fastened to the wall	

Bookcases, Shelves, and Cabinets		
Mark	Description	Corrective Action/Remarks
	Bookcases and shelves are not overloaded-top heavy	
	Heavy storage shelves are fastened to wall	
	File drawers are closed when not in use	
	Are supplies and materials stored properly on shelves	
	Does storage layout minimize lifting problems	
	Are trolleys/dollies available to move heavy items	
	Are racks and shelves properly installed and in good condition	
Electrical Safety and Lighting		
Mark	Description	Corrective Action/Remarks
	Electrical outlets are not overloaded	
	Equipment is properly grounded	
	Electrical cords and plugs are in good condition	
	Extension cords are not being used for permanent wiring	
	Clear access to electrical panels and switches	
	Sockets and switches are in good condition	
	Are lighting levels adequate for the work area	
	Are work areas free from glare or excessive lighting contrast	
	Is task lighting provided in areas of low light or high glare	
	Are windows covered with blinds, drapes or other means to control light	
	Power strips and extension cords UL-Approved?	
	Are electrical cords arranged in such a way as to not create tripping or other hazards?	
	Are electrical cords kept out of doorways or isles?	
	Are breaker boxes and junction boxes securely covered?	
	Are heat-producing appliances plugged directly into a hard-wired outlet, not extension cords?	

	Do electrical panel boxes close and lock properly?	
	Is emergency lighting operational?	
Noise		
Mark	Description	Corrective Action/Remarks
	Are feasible engineering controls in place where required	
	Is hearing protection provided where sound levels exceed standard	
	Are hazardous noise areas identified and marked	
Tools Equipment and Machinery		
Mark	Description	Corrective Action/Remarks
	Are lockout procedures in place and followed	
	Are guards and safety devices on equipment operational	
	Are tools grounded or double insulated	
	Is the load rating on the equipment sufficient for the work performed	
	Is equipment clean and working properly and is SOP attached	
	Are operator and service manuals available for the equipment	
	Are electrical cords in good condition with proper grounding, GFCI	
	Are emergency stop buttons operational	
	Is area adequately ventilated	
	Is appropriate PPE (safety glasses, gloves, hearing protection, respirators, etc) available and used when required, and are personnel trained in safe use of PPE	
Emergency Preparedness		
Mark	Description	Corrective Action/Remarks
	Is an emergency response plan in place for work area	

	Are personnel aware of Fire Bills and knowledgeable about the information on the plaques (egress routes, pull stations, fire extinguisher locations, assembly points, etc.) Is Fire Bill current	
	Are personnel aware of what number to call for emergencies and reporting procedures	
	Are pull stations clearly visible, unobstructed	
	Do personnel know who their Safety Rep/Fire Warden is	
	Is the fire alarm audible in all areas-any hearing impaired	
	Is access/egress safe for employees and visitors	
	Anyone using space heater - Unauthorized	
	Is 18" clearance maintained below all sprinkler heads	
Hazardous Materials (HAZMAT) Handling and Storage		
Mark	Description	Corrective Action/Remarks
	Are hand carts available for moving gas cylinders	
	Are personnel trained in the handling of HAZMAT	
	Are ALL containers containing chemicals properly labeled	
	Are containers of non-hazardous chemicals also labeled to avoid confusion	
	Are current MSDS readily available for each HAZMAT	
	Is an inventory of all HAZMAT maintained	
	Is appropriate PPE worn when required	
	Are safety carriers available for moving hazardous chemicals	
	Are all gas cylinders properly supported and stored	
	Are reactive and hazardous chemicals appropriately stored and segregated	
	Is storage of hazardous chemicals kept to a minimum	
	Are large containers containing HAZCHEM stored on shelves below eye level	

	Are flammable materials stored in flammable storage cabinets, properly vented	
	Are bonding and grounding provisions in place for decanting flammable liquids	
	NO HAZMAT store above or next to sinks	
	Secondary containment provided for liquid chemicals	
	Employees have completed hazard communication training	
	Are fluorescent light tubes properly disposed of?	
	Is appropriate hazard warning signage with emergency contact names and numbers posted on entry door	
	Are eyewashes available, accessible and functional	
	Is eyewash fountain tested monthly	
	Are safety showers available, accessible and functional	
	Is safety shower tested monthly	
	Are personnel trained in proper spill clean-up	