



Risk Management Department
 Safety Office
 P.O. Box 2570
 Waco, Texas 76702
 Main 254 / 750-7045
 Fax 254 / 750-5423

SAFETY ASSESSMENT FORM

Department: _____ Location: _____

Names of Assessment Personnel: _____

Housekeeping		Y	N	NA	Comments
✓	Is the work area clean and orderly?				
✓	Are floors clean, dry, and free of litter?				
✓	Are floors free from protruding nails, splinters, holes, and loose flooring.				
✓	Are aisles and passageways kept clear of obstructions and in good repair?				
✓	Are permanent aisles and passageways clearly marked?				
✓	Are materials and equipment stored so objects do not interfere with walkway?				
✓	Is adequate headroom provided for aisles and passageways?				
✓	Are all tripping hazards removed from floors?				
✓	Are precautions used to keep employees safe during construction or repairs?				
✓	Are tops required on all beverages to prevent spills?				
✓	Are spills mopped immediately?				
✓	Are wet surfaces covered with non-slip material?				
✓	Are waste receptacles regularly emptied?				
✓	Are covered metal cans used for oily or paint-soaked waste?				
✓	Are waste cans with oily or paint-soaked waste emptied at least daily?				
X	Are employees storing pencils with points				

up?				
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Housekeeping		Y	N	NA	Comments
X	Are razor blades or pins mixed with paper clips?				
✓	Are scissors properly stored and do they have rounded points?				
X	Are desk or file drawers left open?				
X	Is more than one file drawer usually opened at once?				
X	Are files top heavy with drawers at top full and drawers at bottom empty?				
X	Are boxes, papers, and books stored on top of files, cabinets, or windowsills?				
✓	Are parking lots well lighted and generally free of tripping hazards?				

Stairs, Ladders, Elevators, and Wall & Floor Openings		Y	N	NA	Comments
✓	Are all stairways at least 22 inches wide?				
✓	Do stairs have at least a 6'6" overhead clearance?				
✓	Are handrails located between 30" and 34" above the leading edge of the stair?				
✓	Do handrails have at least 1 1/2" clearance between handrail and wall?				
✓	Are warnings provided where stairs exit directly into alleys, streets, or traffic?				
✓	Are stair treads slip-resistant?				
X	Are the stair treads wearing down?				
X	Do stair treads present a tripping hazard?				
✓	Are stairways strong enough?				
X	Are stairways too steep?				
✓	Do all stairways with 4 or more risers have a railing?				
✓	Are all stair railings secured?				
✓	Are stairways adequately illuminated?				
X	Are materials improperly stored under				

	stairways?				
✓	Are stairways free of litter, spills, clutter, etc.?				

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Stairs, Ladders, Elevators, and Wall & Floor Openings		Y	N	NA	Comments
✓	Are up or down steps through doorways painted with a caution color?				
X	Are employees allowed to stand on chairs, boxes, or improvised ladders?				
✓	Are ladders properly stored to prevent the ladder from falling?				
✓	Are ladders frequently assessed for damage?				
✓	Are damaged ladders removed from service and tagged "Out of Service?"				
✓	Are non-slip cleats provided on each ladder?				
✓	Are ladder rungs, steps, and cleats free of grease and oil?				
✓	Is it prohibited to place ladders in front of unlocked, unblocked, or unguarded doors?				
✓	Is it prohibited to place ladders on objects to gain additional height?				
✓	Are employees instructed to face the ladder when ascending or descending?				
✓	Are employees prohibited from using ladders that are damaged?				
✓	Are employees instructed not to use the top step?				
✓	Are portable extension ladders extended at least 3' above the elevated surface?				
✓	Are ladders always secured in place to prevent slipping?				
✓	Are ladders marked with "Do not use around electrical equipment?"				
✓	Are employees instructed to adjust ladders only while standing at the base?				
✓	Are fixed ladders equipped with side rails or cages as needed?				
✓	Are employees given ladder safety training before use?				
✓	Are elevators properly maintained and assessed?				
✓	Is there a plan to assist people who may be trapped in an elevator (who to call, how to prevent panic, etc.)?				

✓	Are all elevator landings posted with, "Do not use elevator in case of fire or emergency?"				
✓	Do the elevators return to the ground floor when the fire alarm is activated?				
X	Do self-closing doors have too much tension?				

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Stairs, Ladders, Elevators, and Wall & Floor Openings		Y	N	NA	Comments
✓	Are all wall openings with a drop of more than 30" to the floor guarded by a railing or toe board?				
✓	Do temporary floor openings have standard railings or an attendant?				

Means of Exit		Y	N	NA	Comments
✓	Are there enough exits to allow prompt escape?				
X	Are any exits obstructed?				
✓	Do all exits open outward and without a key or special knowledge?				
✓	Are exits unlocked when employees are in the building?				
✓	Are exits clearly marked with lighted exit signs?				
✓	Are exit sign lettering at least 5" high and 1/2" wide?				
✓	Are exit routes clearly marked?				
✓	Are exits and exit routes equipped with emergency lighting?				
✓	Do doors, passageways or stairways that aren't exits marked, "NOT AN EXIT?"				
✓	Is there an assigned gathering place in the event of evacuation?				
✓	Is there a plan for a headcount in the event of an evacuation?				
✓	Do doors on cold storage rooms have a release mechanism on the inside to open the door when locked on the outside?				
✓	Are warnings provided where doors open into alleys, streets, or traffic?				
✓	Are viewing panels in doors that open in both directions?				

Personal Protective Equipment		Y	N	NA	Comments
✓	Is required PPE provided, maintained, and used properly?				
✓	Does PPE meet departmental task requirements?				
✓	Does the PPE sufficiently protect employees?				
✓	Does the PPE sufficiently last through required tasks?				

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Personal Protective Equipment		Y	N	NA	Comments
✓	Do employees use the PPE whenever it's needed?				
✓	Are employees trained in the use of PPE?				
✓	Is ventilation provided for removal of air contaminants as needed?				

Employee Facilities		Y	N	NA	Comments
✓	Is drinking water available?				
✓	Are facilities kept clean and sanitary?				
✓	Are washing facilities clean and sanitary?				
✓	Are toilets kept clean and in good repair?				
X	Are break rooms located where toxic chemicals are used or stored?				

Medical & First Aid		Y	N	NA	Comments
✓	Are all injuries reported immediately?				
✓	Does every employee understand how to seek medical attention when needed?				
✓	Are there employees on each shift who are trained in first aid?				
✓	Are employees trained in CPR?				
✓	Are approved first-aid supplies readily available wherever employees are?				
✓	Do employees know where to find first-aid equipment?				
✓	Are first-aid locations visibly marked?				

✓	Are first-aid kits stocked with necessary supplies?				
✓	Are supplies replenished as they are used?				
✓	Are there emergency eye wash stations and showers where chemicals are used?				

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Fire Protection		Y	N	NA	Comments
✓	Do all employees know the locations of exits, alarms, and extinguishers?				
✓	Are signs or stickers posted near phones to call 911 in case of emergency or fire?				
✓	Are fire drills conducted frequently (semi-annually)?				
✓	Is smoking permitted only in designated smoking area?				
✓	Are there enough fire extinguishers located in each facility?				
✓	Are fire extinguishers visibly marked (usually at ceiling height on wall)?				
✓	Are extinguishers mounted on a wall and accessible?				
✓	Are extinguishers fully charged and operable?				
X	Is the hose on the extinguisher dry rotted?				
X	Are there signs of deep rust on the extinguisher cylinder?				
✓	Have all extinguishers been formally inspected within the last year?				
✓	Are special purpose extinguishers clearly marked?				
✓	Are employees trained how to use extinguishers annually?				
✓	Are flammable fluids properly stored in approved cans and cabinets?				
✓	Are "NO SMOKING" signs posted near areas containing flammables?				
X	Are combustibles stored near machinery or heat sources?				
✓	Are combustibles kept a minimum of 30"				

	from electric panels?				
✓	Are ashtrays in designated smoking areas emptied frequently?				
✓	Are fire sprinkler heads and smoke detectors clean and in good condition?				
✓	Is there a minimum of 18" clearance around all fire sprinkler heads?				
✓	Are metal guards on sprinkler heads that are exposed to mechanical damage?				
✓	Is there a 4' clearance around all heating equipment?				
✓	Is the fire alarm tested at least annually?				
✓	Are doors to enclosed stairways kept closed at all times?				
X	Are candles being used and/or placed on combustible surfaces?				

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Materials Handling and Storage		Y	N	NA	Comments
✓	Is there an MSDS for each chemical in the workplace?				
✓	Do all employees understand where to find an MSDS and how to use it?				
✓	Is there an MSDS station prominently placed in work areas?				
✓	Are compressed gas cylinders examined for signs of defects, deep rust, or leaks?				
✓	Are cylinders properly secured?				
✓	Is care used when moving cylinders to prevent damage to cylinders and valves?				
✓	Are there written procedures for welding/cutting operations?				
✓	Do only authorized, trained personnel take part in welding/cutting operations?				
✓	Are welding gas cylinders stored at least 20' from oxygen cylinders?				
✓	Are valve protection caps in place for all cylinders not in place?				
✓	Are combustibles near welding/cutting protected by a shield/barrier?				
✓	Is a proper fire extinguisher near all welding/cutting operations?				
✓	Do operators have proper PPE for welding/cutting operations?				
✓	Are oxidizing materials stored separate from organic materials?				
✓	Is adequate clearance allowed in aisles				

	where material must be moved?				
✓	Are tiered materials stacked, inter-blocked, locked, or limited in height?				
✓	Are storage areas kept free of tripping, fire, explosion, and pest hazards?				
✓	Is proper drainage provided?				
✓	Is storage of materials within electrical and mechanical rooms prohibited?				
✓	Are signs posted warning of clearance limits?				

Machine Guarding and Use		Y	N	NA	Comments
✓	Are all machines regularly assessed to ensure proper operability?				
✓	Are all machines guarded to protect operators from hazards?				
X	Have any guards been removed from machines?				

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Machine Guarding and Use		Y	N	NA	Comments
✓	Are grinding wheel tool rests set to within 1/8" or less of the wheel?				
✓	Are point-of-operation guards in place on all operating equipment?				
✓	Are all belts and pulleys less than 7 feet from the floor guarded?				
✓	Are all spinning parts guarded?				
✓	Are loose clothes and jewelry prohibited near moving machinery parts?				
✓	Are employees given proper training before operating machinery?				
✓	Is compressed air used for cleaning reduced to less than 30 PSI?				

Electrical		Y	N	NA	Comments
✓	Are there written "Lock-Out / Tag-Out" procedures?				
✓	Are "Lock-Out / Tag-Out" procedures adhered to?				
✓	Are all machines properly guarded?				
✓	Are portable hand tools grounded or double insulated?				
X	Have any grounding prongs been removed from equipment?				

✓	Are junction boxes closed?				
X	Are extension cords left in aisles where they may be damaged by traffic?				
X	Are extension cords being used as permanent wiring?				
X	Are electrical cords frayed or worn?				
X	Are electrical cords hung on pipes, nails, hooks, etc.?				
✓	Are rubber cords kept free of grease, oil, and chemicals?				
X	Do switches or electrical connections show signs of overheating?				
✓	Are portable electric space heaters equipped with a tip-over cut-off switch?				
✓	Are portable electric space heaters plugged directly into a wall outlet?				
✓	Are portable electric space heaters prohibited under desks, away from combustibles, and turned off at night?				

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Training				
Have Employees Received Training For:	Y	N	NA	Comments
Initial Safety Orientation				
Fire Safety & Prevention				
First Aid				
Back Injury Prevention				
Incident Reporting & Documentation				
Equipment Assessments				
Hazard Communication				
Emergency Procedures				
Hazard Recognition & Reporting Procedures				
Ergonomic Techniques to Prevent Injuries				
Drug & Alcohol Abuse				
Fall & Slip Prevention				

