**YAMHILL COUNTY EMPLOYEE SAFETY ADVISORY COMMITTEE**
**Quarterly Safety Inspection Form (revised 2/14/14)**

**By:** _____ **Site Inspected:** _____
**Date:** _____ _____

**Notes:** 1) **Fire drills** are the responsibility of Maintenance. 2) **Evacuation drills** (other than fire) are the responsibility of Emergency Management. 3) **Elevator** issues are the responsibility of Maintenance. 4) **Ergonomi** issues are the responsibility of Human Resources. 5) **File and storage cabinets** less than 6 feet tall and/or with a depth greater than 24" are not inspected. 6) **OSHA required First Aid Kit** requirements are listed on the County Intranet.

**Inspectors will restrict comments to items needing correction.**

| **ELECTRICAL** | **COMMENTS** | | **COMMENTS** |
|---|---|---|---|
| Exit lights working | | Outlets & switches covered | |
| Single surge protectors | | Emergency lighting working | |
| No extension cords | | Small refrigerator safe | |
| All desk wiring neat | | Microwave safe | |
| Electrical panels clear 36" | | Coffee pot - 3 prong | |
| Heaters with tip over protection | | Small appliances unplugged when not in use | |
| | | | |
| **STAIRS, HALLS, WALKWAYS, DOORS** | | | |
| Stairway clear, clean | | Door auto closer working | |
| Stair handrail secure | | 36" clear aisleway | |
| Aisleway clear of storage | | Spills cleaned up | |
| Guardrails on raised walks | | Exit signs marked clearly | |
| Areas lighted adequately | | Stair landings clear | |
| Extinguishers accessible | | | |
| | | | |
| **OFFICE AREAS** | | | |
| 36" clear aisleway | | 6'+ storage cabinet w/ less than 24" depth, tip over protection | |
| Carpet not a trip hazard | | | |
| Storage & boxes orderly | | Spills cleaned up | |
| Step stool safe | | Machines guarded | |
| Chairs safe for use | | Noise level OK | |
| 6'+ Bookshelf tip over protection | | Lighting levels OK | |
| | | | |
| **FIRE PREVENTION, FIRST AID** | | | |
| Extinguisher tag initialed | | MSDSs available | |
| Flammable liquids contained | | Evacuation plan posted | |
| First aid kits available | | Eye wash station tested | |
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| **PRINT/TYPE ADDITIONAL COMMENTS/CONCERNS HERE; USE 2ND SHEET IF NEEDED** |
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