**HSSE INSPECTION CHECKLIST**

|  |  |
| --- | --- |
| Facility: |  |
| Inspector: |  |
| Date of Inspection: |  |
| This checklist is by no means all-inclusive. You should add to the items listed or delete items based on the applicability to your office. Carefully consider each item. |

All "NO" answers require comments and a completion date for corrective action.

# Facilities / Equipment

[ ]  **Yes** [ ]  **No** Is the DIEC HSSE Awareness Policy Posted?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Floors do not have any slippery surfaces due to excessive polish or wax?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** No holes or depressions are in floors?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Rugs in hallways or offices are free from holes, tears?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Aisles are free of obstructions, including electric cords and outlets?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Stairwells and exits are properly lighted?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** No unsafe ladders or trolleys?

|  |  |
| --- | --- |
| **Comments:** |  |

# Facilities / Equipment - cont’d.

[ ]  **Yes** [ ]  **No** There are no top-heavy filing cabinets (either by loading or drawer opening)?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Glass doors are either frosted or with lettering or decals?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Switch and cover plates are in place?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** There are no slivers in furniture or accessories?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Electrical fans have proper cover guard?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Adequate ventilation?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Heavier boxes or items are stored on lower shelving units?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Proper step ladder is provided to retrieve items from shelves?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Shelving, cabinets or credenza adequately anchored to wall to prevent tipping.

|  |  |
| --- | --- |
| **Comments:** |  |

**Employee Work Habits**

[ ]  **Yes** [ ]  **No** Employees are not lifting or carrying heavy items?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Employees are lifting properly and/or using material handling devices, i.e., dollies, carts?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Correctly using of pins, knives, cutters or staplers?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Unsafe work practices have not been observed?

|  |  |
| --- | --- |
| **Comments:** |  |

# Fire and Emergency Response

[ ]  **Yes** [ ]  **No** Emergency phone numbers are posted with contact personnel listed?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Fire escape doors are open and free for exit?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Evacuation procedures and “You Are Here” diagrams posted?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Correct types {multipurpose ABC rated and placement of fire extinguishers (inspected monthly in-house and annually by a fire extinguisher service company)?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Emergency lighting and emergency fire exit signs operational in the event of a power failure?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Flammables are safely stored?

|  |  |
| --- | --- |
| **Comments:** |  |

# Fire and Emergency Response - cont’d

[ ]  **Yes** [ ]  **No** First aid kit(s) are available?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Flashlight(s) are available?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Hallways, lobbies, stairwell and emergency exits have adequate illumination?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Exits are appropriately marked?

|  |  |
| --- | --- |
| **Comments:** |  |

# Security

[ ]  **Yes** [ ]  **No** The facility is equipped with a security system?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** If currency is kept in the facility, it is kept at a minimum amount and frequently deposited?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Exterior doors are kept locked when only one or two employees are present especially during non-daylight hours.

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Exterior exits and parking areas are well lit for employees arriving or departing during non-daylight hours?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Female or male employees are escorted while arriving or departing during non-daylight hours?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** If employees work during non-daylight hours, they have been instructed to park as close as possible to the facility?

|  |  |
| --- | --- |
| **Comments:** |  |

# Environmental

[ ]  **Yes** [ ]  **No** Is the office using paper from sustainable forests and recyclable?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** When printing and photocopying, are personnel making double sided copies when possible?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Do personnel separate paper, plastics and metals for recycling?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Is the office using low ozone emission printers and non CFC emission devices?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** Are cleaning materials non pollutant?

|  |  |
| --- | --- |
| **Comments:** |  |

[ ]  **Yes** [ ]  **No** When purchasing for the Company, are personnel choosing quality products that will last and/or are recycled products?

|  |  |
| --- | --- |
| **Comments:** |  |

|  |  |
| --- | --- |
| **Other:** |  |