

WORKPLACE INSPECTION FORMS FOR APS:

Offices

Room #:

Supervisor:

- first aid kits (visible, stocked & 1st aiders posted), fire extinguishers and eyewashes checked monthly by APS personnel - information on separate lists
- safety showers are on a maintenance dept schedule for checking

	J	F	M	A	M	J	J	A	S	O	N	D
inspection by (Initials acceptable)												
date												
Emergency Procedures												
- emerg 2000 posted												
Emergency preparedness												
- awareness of location of nearest first aid kit, fire extinguisher, 2 escape routes - exits unobstructed												
Safety Awareness												
- MSDS available/up to date (ie. toner) - APS safety guidelines posted												
Hazardous Materials												
General												
- work areas clean & orderly												
- storage orderly, clean and safe												
- work space arranged for ease of use												
- no extension cords												
- electrical wiring - cords/plugs grounded & in good condition												
- electrical outlets - grounded & serviceable												
Protective Equipment												
- appropriate & available												

Comments (make a note of the date with each comment):