

## Good Housekeeping Checklist

Location/Department:		Date of Inspection:		
Inspectors:				
Corrective Actions:				
Work order/memos were issued: <input type="checkbox"/> Yes <input type="checkbox"/> No		Date issued:		
The following safety and health checklist is based on the OSHA standards. It may not include <i>all</i> conditions, as it is intended to be used only as a guide.				
Topic Description	Yes	No	N/A	Comments
Are stairs, floors and aisles kept clear?				
Are boxes, cords, cables and hoses placed on surfaces above floor level?				
Are items put away when they are not in use?				
Are items kept out of harm's way when temporarily settling them aside?				
Are sharp tools kept in sheaths?				
Do employees cover or sand rough, splintered surfaces or edges?				
Are flammable liquids kept in properly covered containers?				
Are extension cords used only temporarily?				
Is dust and lint kept from building up on machinery and work surfaces?				
Are flammable rags disposed of in tightly closed metal containers that are emptied daily?				
Are chemical containers kept closed when not in use?				
Are chemical containers inspected regularly for leaks?				
Are small chemical spills cleaned up immediately, following the MSDS procedures and company policy?				

Are larger chemical spills handled by trained responders?				
Are non-chemical spills cleaned up immediately and the area blocked off to prevent slipping hazards or covered with sand or other absorbent material until cleaned up?				
Are food, drink, cigarettes and personal items kept off work surfaces?				
<b>Topic Description</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are extension cords, welding leads, wires, hoses and ropes kept straight, untangled and coiled up when not in use?				
Are lights kept clean, since dirty bulbs do not give off much light and can be a fire hazards?				
Is trash thrown away promptly and properly in the right containers?				
Is scrap and debris piled neatly? All piled or stacked material stable and cannot fall, slip or collapse?				
Is broken flooring, loose boards, or other similar problems flagged, reported and repaired ASAP?				
Is time left for cleanup at end of shifts?				
Are toilets and washing facilities are clean and sanitary?				
Are burned out lights reported and replaced?				