

MONTHLY INSPECTION FORM

DATE:		MANAGER:	
STORE:			
SAFETY COORD: LRS		KEY: S = SAFE U = UNSAFE	
Housekeeping Inspected For:			
	S/U	Comments	Date Corrected
Clear driveway, walkways or aisles			
Metal bands properly disposed of			
Storage of materials, inventory			
Proper placement of stickers on units			
Condition of pallets, shelves or racks			
Protruding nails or sharp objects			
Adequate trash cans and emptied			
Proper storage, labeling of hazardous mat'ls			
First aid kits stocked			
Eyewash stations (check fluid date)			
Ladders appropriately secured			
Other:			
Fire Safety Inspected For			
	S/U	Comments	Date Corrected
Fire extinguishers accessible, serviced date			
Employees trained in use of extinguishers			
All exits marked and kept clear			
Emergency lighting functional			
Safe storage of flammables in the area			
Condition of elect wiring, connections, boxes			
Electrical grounds & check outlets			
Restricted use of extension cords			
Stationary Equipment & Operation			
	S/U	Comments	Date Corrected
Blades guarded			
Moving parts or drive belts guarded			
Equipment Maintenance			
Lock-out procedures			
Blades and cutting devices sharp			
Emergency stop buttons			
Radial arm saw functioning			
Condition of electrical cords			
Work area clear of debris			
Handrails on elevated areas			
Condition of stairs, toeboards			
Excessive dust in, around equipment			
Safety signs posted			
Emergency numbers & required postings			
Storage and condition of hand tools			
Condition & storage of portable ladder/s			
Other:			
Equip & Vehicle Traffic Control			
	S/U	Comments	Date Corrected
Forklifts service records current			
Forklift inspection forms current			
Proper forklift operation			
Forklift operators trained/certified			
Company trucks service records current			
Company trucks inspection forms current			
Truck drivers using seatbelts			
Driver licenses & qualifications current			
Customer traffic & parking flow safe			
Directional signs posted and visible			
Warning devices operational			
Other:			

