*Facilities should undergo periodic safety inspections. The frequency is determined by the organization and local regulations and/or ordinances. Regardless of the frequency, use the following checklist to help ensure a comprehensive review. Modify it as needed to reflect the individual character of your organization or workplace.*

**Administrative Facility Issues:**

* Written safety rules and procedures are in place.
* Evacuation routes are posted and the ways to exits/shelter are clear and unobstructed.
* All exits are marked with illuminated signage.
* Alarm and announcement signals can be heard throughout the facility.
* Accommodation has been made for people who have disabilities. Walkways and stairwells meet the requirements of people with disabilities.
* New personnel are given a safety orientation as part of their onboarding.

**Emergency Medical Information**

* + Emergency contact information is prominently posted throughout the facility.
	+ First aid kits and Automated External Defibrillators (AEDs) are onsite, well stocked and in good condition.
	+ Procedures to prevent accidental exposure to bloodborne pathogens are in place.

**Slips/Trips/Fall Hazards**

* Ladders have been equipped with non-slip feet.
* Metal ladders have been marked “Do not use around electrical equipment”.
* Elevated areas are equipped with guardrails.
* Walkways are free of hazards and are well maintained.

**Fire Safety**

* Portable fire extinguishers are properly mounted and distributed and regularly inspected.
* Approved safety containers are used for flammable liquids.
* Combustible debris is disposed of regularly and is not permitted to accumulate.
* Fire suppression systems are functional and regularly inspected.

**Electrical Hazards**

* Machinery and equipment are well grounded.
* Electrical panels are well-marked and easily accessible.
* Fuses and circuit breakers are in place and periodically inspected.
* There is no frayed wiring in the facility.

**Hazardous Materials**

* Hazardous materials are stored in approved containers and clearly marked.
* Materials datasheets are available for all stored hazardous materials.
* Smoking and eating are prohibited in areas where chemicals are used.
* Eyewash and emergency showers are available if hazardous chemicals are onsite.

**Personal Protective Equipment (PPE)**

* PPE materials adequate to the threat of items at the facility, are in place.
* Clear guidelines are posted on the use of PPE while at the facility.
* Other protective clothing is available if required.