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| **Utility Department Safety Checklist** |
| **Municipality:** | **Inspection Date: / / 201** |
| **Name of Inspector:** | **Title:** |
| **Location Surveyed:** |
| **#** | Needs Work | **OK** | **N/A** | **Condition: Write line #’s and comments on back for all “Needs Work” listings** |
|  | **Pumps and Equipment** |
| **1** |  |  |  | Pump motors for chemical feeds checked? Serviced per mfg. specs? |
| **2** |  |  |  | Shut off locations identified; emergency stops available? |
| **3** |  |  |  | Hot surfaces identified & shielded? |
| **4** |  |  |  | Fuel lines protected from physical damage? |
| **5** |  |  |  | Diaphragms, impellers, hoses checked and serviced per mfg. specs |
| **6** |  |  |  | Pressure tank relief valve(s) tested every 5 years? |
| **7** |  |  |  | Compressor oil level checked, pressure tank condensation drained? |
| **8** |  |  |  | Point-of-operation & power transmission guards in place? Pump stuffing boxes? |
| **9** |  |  |  | Chain hoists & slings inspected, annually & before use? |
|  | **Hazardous Materials** |
| **10** |  |  |  | Proper storage and segregation; ventilation adequate; no obvious chemical odors? |
| **11** |  |  |  | Flammable cabinets available; bonded & grounded to building steel? |
| **12** |  |  |  | All secondary containers properly labeled, (with name and principle hazard) |
| **13** |  |  |  | MSDS available for all hazardous materials, current <5 years old |
| **15** |  |  |  | Proper handling, no horizontal dispensing, drip pans in place? |
| **16** |  |  |  | All tanks / pipelines labeled with CAS #, NFPA coding in place |
| **17** |  |  |  | Shower / eyewash within 100 feet or 10 second travel time, on same level as hazard? |
| **18** |  |  |  | Safety shower flowed regularly and clean |
|  | **Power Sources** |
| **19** |  |  |  | 36’’ clearance maintained in front of all panel boxes? Arc Flash labels in place? |
| **20** |  |  |  | LOTO equipment available for all equipment? |
| **21** |  |  |  | Generators maintained, tested under load? Sound survey taken? |
| **22** |  |  |  | Adequate electrical outlets, exterior electrical receptacles protected (GFCI)  |
| **23** |  |  |  | Arc-Flash warning labels posted on each power panel? |
| **24** |  |  |  | Supply Voltage & Phase posted on all power panels? |
|  | **Equipment** |
| **25** |  |  |  | Ladders & scaffolding secured in storage & in good condition? |
| **26** |  |  |  | Fixed powered equipment properly placed & secured to floor or bench? |
|  | **Building, Housekeeping and Sanitary Conditions** |
| **27** |  |  |  | Hot water heater pressure relief valve piped to within 3’ of floor” |
| **28** |  |  |  | Stairs clean; floors & aisles clean, mats in wet areas? |
| **29** |  |  |  | Lighting functional & adequate; exits marked, signs illuminated? |
| **30** |  |  |  | Mezzanines have load ratings posted |
| **31** |  |  |  | Slip, trip & fall hazards eliminated? |
| **32** |  |  |  | Fire ignition sources controlled? |
| **33** |  |  |  | Guard rails around all pits & floor openings? |
|  | **Grounds, Walkways and Parking Lots** |
| **34** |  |  |  | Sufficient parking space for occupancy, (12’ spots) & well lined? |
| **35** |  |  |  | Handicap parking available, marked; access ramps in good condition? |
| **36** |  |  |  | Steps / walkways clear & in good repair, adequate lighting & handrails? |
| **37** |  |  |  | Trees trimmed up, good drainage, clear fence line, ground is level? |
| **38** |  |  |  | Stairs clear, handrails provided if over 4 steps? |