

General Safety and Health Worksite Assessment Checklist

Employer:			
Address:			
Phone:		E-mail:	
Supervisor:		Student:	

Name of person(s) doing the worksite visit:

Date:

This checklist may be used to help assess safety and health conditions at the worksite; it addresses aspects of safety and health that are mostly observable during a worksite assessment. It does not cover all possible hazards and cannot be used to determine compliance applicable federal and state regulations. Questions are framed so that “**Yes**” is positive, “**No**” is a potential negative indicator, and “**N/A**” means the question is not applicable to this particular worksite. The “**Comments**” column is for clarifications to the answer of any particular question.

Other critical information is gathered by talking with the employer about training, workplace safety and health hazards, and policies and procedures. Together, the information gathered from the assessment should provide you with a sense of the employer’s commitment to workplace safety in order to determine if the placement is acceptable for the student.

General Health and Safety

	Yes	No	N/A	Comments
Are work areas orderly and clean?				
Is material handling equipment in good condition/free of apparent damage? (e.g. trucks, dollies, carts)				
Are containers of chemicals or other substances labeled with product names or ingredients?				
Are containers with chemicals securely covered/closed?				
Is there adequate lighting for the work?				
Does the job site provide adequate restrooms with hand washing facilities?				
Do objects that require lifting by a single person weigh less than 30 pounds?				
Are computer workstations and equipment sufficiently adjustable so workers can make changes while performing computer tasks?				
Are materials properly stored so as not to create a falling or tripping hazard?				
Are work areas free of high noise levels? (Do you have to shout to have a conversation at 3 feet?)				
Are Material Safety Data Sheets (MSDS) onsite and available to employees?				

Electrical

	Yes	No	N/A	Comments
Are plugs and electrical outlets in good condition?				
Is wiring insulated, and cords free of fraying or deterioration?				
Are extension cords grounded (three-pronged)?				
Are power strips used correctly? (plugged directly into outlets, not used for high voltage items, e.g. refrigerators)				

Vehicles

	Yes	No	N/A	Comments
Are seat belts available for all riders?				
Are keys removed from motorized equipment when not in use?				
Are workers operating motor vehicles licensed?				
Are workers operating hoists/cranes licensed?				

Emergencies/Fire/Evacuation Procedures/First Aid

	Yes	No	N/A	Comments
Are emergency exits clearly visible and marked by readily visible signs and arrows?				
Are emergency exit doors free of locks, chains or fastenings that would prevent free escape from inside the work area?				
Are there at least two emergency exits from the work area or building?				
Are emergency exit paths out of the work area free of obstructions?				
Are emergency telephone numbers for the worksite posted in a public area (e.g fire, department, police, hospital, poison control)?				
Is there an automatic fire alarm and fire detection system?				
Are alarm pull-boxes and fire extinguishers clearly visible and easily accessible?				
Are fire extinguishers up to date?				
Is the worksite or building equipped with an automatic sprinkler system?				
Are eyewash stations and/or safety showers available in areas with hazardous chemicals?				
Are first aid supplies available?				

Workplace Violence

	Yes	No	N/A	Comments
Does the worksite have exterior lighting during evening and nighttime operating hours?				
Does the worksite have a security surveillance system of public areas?				
Does the worksite have a security alarm system?				