

Utility Department Safety Checklist

Minimum Frequency Quarterly

Municipality:	Inspection Date: / / 201
Name of Inspector:	Title:

Location Surveyed:

#	Needs Work	O K	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)
Equipment				
23				Ladders & scaffolding secured in storage & in good condition?
24				Fixed powered equipment properly placed & secured to floor or bench?
Building, Housekeeping and Sanitary Conditions				
25				Hot water heater pressure relief valve piped to within 3' of floor"
26				Stairs clean; floors & aisles clean, mats in wet areas?
27				Lighting functional & adequate; exits marked, signs illuminated?
28				Mezzanines have load ratings posted
29				Slip, trip & fall hazards eliminated?
30				Fire ignition sources controlled?
31				Guard rails around all pits & floor openings?
Grounds, Walkways and Parking Lots				
32				Sufficient parking space for occupancy, (12' spots) & well lined?
33				Handicap parking available, marked; access ramps in good condition?
34				Steps / walkways clear & in good repair, adequate lighting & handrails?
35				Trees trimmed up, good drainage, clear fence line, ground is level?
36				Stairs clear, handrails provided if over 4 steps?