

PUBLIC ALLIANCE INSURANCE FUND MUNICIPALITY INSPECTION CHECKLIST

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This checklist-type inspection form is considered by no means to be complete. It is intended to be revised as member input is received. This form has been developed for use by members of the Public Alliance Insurance Fund.

For those municipalities that do not have all of the sections included here, they can simply discard those sections and use only what applies to them. Should any exposures have been omitted, the Safety and Education Committee of the Public Alliance Insurance Fund and SelecTech would appreciate it being called to their attention.

All hazards can produce accidents that result in injury and should be corrected whenever detected. It is impossible to determine in advance what the consequences (injury severity) will be for particular hazards. Too many factors are involved. However, a general guide is presented here to try and help you determine those hazards that must be dealt with immediately and those that may enjoy less priority.

“**A**” Is a serious exposure that will, if left as is, produce a serious injury/illness and should be corrected immediately.

“**B**” Is a moderate exposure that can produce an injury/illness and should be addressed as quickly as possible.

All other deficiencies/hazards not included in this checklist should be corrected when they are uncovered. However, priorities must be set so this rating system is designed to help you determine what should be done first.

MUNICIPALITY INSPECTION LIST

TOWN/BOROUGH _____

DATE: _____

BUILDING OR FACILITY: _____

SECTION COMPLETED BY: _____

GENERAL SAFETY CHECKLISTS FOR ALL OPERATIONS

SECTION I

SLIP, TRIP & FALL EXPOSURES	RATING	YES	NO	N/A
Are floor & aisles clear and unobstructed?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stairs clear & handrails in good condition?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exterior sidewalks & parking lots even with no holes, depressions or toe stubbing exposures?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a specific plan for snow removal?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
During inclement weather are there absorbent mats placed at building entrances?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the lighting adequate both interior and in the parking areas? (Parking Lots should be checked after dark)	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are slip-resistant footwear coverings used when staff is stripping & waxing of floors?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are carpeted floor surfaces free of dimples, fraying and wrinkles ?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are "Caution Wet Floor" signs and/or cones used during use of liquids when cleaning floors?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ramps equipped with adequate handrails and are they equipped with a non-skid surface?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION II

LIFE SAFETY ISSUES	RATING	YES	NO	N/A
Are all exits unlocked and functional?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency exits equipped with proper exit signs and are they clearly visible?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are exit accesses free of obstructions and are they clearly marked?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If exit signs are backlit, are the bulbs functioning?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is emergency lighting functional and is it inspected periodically?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do places of assembly (Meeting rooms, libraries, cafeterias & auditoriums etc) have more than one emergency exit?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are evacuation routes posted?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EMERGENCY PROCEDURES	RATING	YES	NO	N/A
Are there first aid kits available?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is staff trained in emergency procedures? (First Aid and CPR)	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there personal protective equipment available to protect against bloodborne pathogens?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION III

FIRE PREVENTION & CONTROL	RATING	YES	NO	N/A
Have fire extinguishers been inspected within the past twelve months and are they accessible?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are automatic sprinkler valves chained and locked in the open position or monitored by a central station alarm?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
In all storage areas is storage below 18" of the automatic sprinkler heads?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are storage areas orderly & free of rubbish & debris?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids stored in a safe manner? (Original containers, UL listed safety cans, UL listed flammable storage cabinets)	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oily rags stored in self-closing containers?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are valuable papers & records stored in a fire proof vault or safe and are backup computer disks stored off-site?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable materials stored in UL listed flammable storage cabinets?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all fire doors kept in the closed position, or are they held open with automatic door holders that release the door with the activation of the fire alarm system?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are smoking controls being enforced?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are garages and major buildings equipped with smoke and/or rate of rise heat detectors for early detection of a hostile fire?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION IV

ELECTRICAL	RATING	YES	NO	N/A
Are three prong grounded plugs utilized and not being by passed with adapters or prongs broken off?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is extension cord use prohibited and are employees Following the restriction?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all electrical cords free of fraying or other damage?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are Ground Fault Interrupters (GFI) used in all areas where water is common?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all electrical panels have at least three feet of clear space in front, allowing easy access to the panel?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all junction box and receptacle covers in place?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a lockout/tagout program in place and being used by the staff when making repairs?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are circuit breakers properly labeled?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION V

MATERIAL HANDLING	RATING	YES	NO	N/A
Mechanical material handling equipment readily available where moderate to heavy materials need to be moved?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are proper lifting techniques being utilized?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do storage practices allow safe lifting techniques with the heavier loads stored between shoulder and knee heights?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is good housekeeping evident where lifting of materials is required?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have weight limits been established for one-man manual lifts?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are mechanical lifts & overhead hoists properly marked with the maximum load capacity?	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the staff encouraged to stretch their muscles before performing manual lifting?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION VI

RIGHT TO KNOW	RATING	YES	NO	N/A
Are there Material Safety Data Sheets (MSDS) on file for all hazardous materials used by the entity?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all hazardous materials properly labeled?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECORDKEEPING/ACCIDENT INVESTIGATIONS	RATING	YES	NO	N/A
Is the OSHA 300 log being maintained?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are accidents being investigated by supervisors?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do Supervisors have clear instructions on how to report and investigate accidents?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION VII

FLEET	RATING	YES	NO	N/A
Is there a written policy on vehicular use?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are records kept on vehicle maintenance?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are Motor Vehicle Records obtained on all drivers of the entity vehicles?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an Accident Review Board?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there pre-trip inspections of all vehicles and are the records maintained in vehicle files?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a defective vehicle policy in force and is it used?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has there been driver safety training?	B	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>