

Probation and Parole Health and Safety Inspection Checklist

Month: _____ Inspected by: _____

Submitted to (Administrator of Community Corrections or Designee): _____

Forward this report with corrective action to the Environmental Health and Safety unit and administrator of Probation and Parole Services.

I. Chemicals				
	Yes	No	N/A	Comments
Each chemical has a SDS and it must be located in each place where chemicals are stored.				
Chemicals are disposed of in accordance with the manufacturer's SDS.				
The inventory log is updated continuously.				
All bottles are labeled with the correct chemical.				
Chemicals are stored appropriately (special storage for flammables in flammable cabinet).				
II. Storage				
	Yes	No	N/A	Comments
Storage is 24" from ceiling when there is no fire suppression system.				
Storage is 18" from the fire sprinkler head when there is a fire suppression system.				
III. Fire Extinguishers				
	Yes	No	N/A	Comments
Extinguishers are in designated locations as reflected on the Evacuation Plan.				
Annual inspection and tag by a licensed fire service current.				
Checked and signed monthly, fully charged- (in green area).				
Zip tie with tag attached and pin.				
There is no physical damage, corrosion, leakage, or clogged nozzle.				
Three foot clearance around and in front of extinguisher.				
Mounted on wall.				
Access/visibility is not obstructed.				
IV. Safety/Sanitation				
	Yes	No	N/A	Comments
Each area has an evacuation plan that represents the correct exits, both primary and secondary, and is mounted/placed in the orientation of the location (overhead or garage doors cannot be a designated exit). "You are here" is clearly marked on the evacuation map.				
Exits are marked with a sign with letters that are at least 6".				
Emergency lights work (push test button and ensure lights illuminate exit path).				
Entry and exit paths are not blocked.				
Exit doors and stairways are not blocked.				
Stair treads are in good condition and stairways have rail barriers or are enclosed.				
Area is clean and free of unused/abandoned equipment/debris.				

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First-Aid kits are available (building and vehicles). Items are not expired.				
V. Heat Producing				
	Yes	No	N/A	Comments
No candles, candle warmers, etc. are allowed.				
Portable heaters are approved in accordance with OP-130106.				
VI. Electrical				
	Yes	No	N/A	Comments
Extension cords are not permissible.				
Power strips are allowed; however, they cannot be plugged into one another (cannot be used for microwaves or refrigerators) (OP-130106).				
No frayed electrical cords of electrical appliances, etc.				
VII. Combustibles				
	Yes	No	N/A	Comments
No excessive combustibles (offices that have piles of paper, boxes, etc.).				
VIII. Hazardous Waste				
	Yes	No	N/A	Comments
Hazardous waste is controlled.				
There is a contract to pick up bio-hazards.				
IX. Hand Washing				
	Yes	No	N/A	Comments
There are sinks, paper towels and soap for hand washing.				

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