

**SAFETY INSPECTION CHECKLIST FOR COFE OWNED & OCCUPIED WORKSPACE**  
**U.S. Army Engineer District, New Orleans**

Date of Inspection:

Contractor or Unit

Contract No. or Activity

Inspected by (Signature)

Witness (Signature)

NOTE: Safety and Health Requirements Manual (EM385-1-1) references in parentheses.

Yes    No    N/A

**SANITATION - MEDICAL**

1    Are all outlets dispensing non-potable water posted "CAUTION-WATER UNFIT FOR DRINKING, WASHING, OR COOKING?" (02.A.07)

2    Are paper cups dispensed from a sanitary container? (02.A.06)

3    Are waste containers provided for used cups at each drinking fountain? (02.A.06)

4    Is each washroom maintained in a sanitary condition and provided with water, soap, and individual means of drying? (02.C.02)

5    Are 16 unit first-aid kits provided in each place of employment in the ratio 1 for each 25 persons or less? (03.A.03)

**FIRE PREVENTION AND PROTECTION**

6    Are "NO SMOKING" signs posted and observed in all areas where flammable or combustible materials are stored? (09.B.02)

7    Is there a proper fire extinguisher within 75 ft. of any point in the protected area? (09.B.03 (b) )

8    Are surveys being made at least annually in accordance with Para 09.A.01?

9    Are all employees aware of the locations of all fire extinguishers and their proper use? (09.E.04)

10    Have fire excavation routes been posted for each working area and the routes clearly marked with proper "EXIT" signs? (07.A.02)

**ELECTRICAL**

11    Do electrical plugs and receptacles have the proper configuration for the circuit voltage and current? (15.A.11)

12    Are all circuits properly protected against overload? (15.A.13)

13    Aluminum conductors should not be connected to copper terminals, Are all connections tight and proper?

14    Are adequate outlet receptacles provided so that there is no need for multiple outlet fixtures or extension cords?

15    Are all electrical wires properly insulated with no bare wires visible?

16    Are all fuse cabinets or circuit breaker boxes provided with a proper door that can be locked? (15.B.03)

17    Are all 110-120V electrical outlets properly phased?

18    Are all electrical receptacles in washroom of the grounding type and are those on 120 volt, single phase, 15 and 20 ampere circuits provided with ground fault circuit protection? (11.C.04)

**PASSAGEWAYS AND ACCESS FACILITIES**

19    Are offices, workrooms, stairways, corridors, and passageways adequately lighted? (07.A)

20	Does every flight of stairs having four or more risers also have a standard handrail? (21.B.08)			
21	Are all accessways kept clear of operating materials or debris that would obstruct passage or cause a tripping or slipping hazard? (21.A.01 (c) )			
22	Are filing cabinet and desk drawers kept closed when not in actual use and then only one drawer opened at a time?			
23	Are carpets or rugs maintained so as to provide good protection against slips, trips, and falls?			
24	Are stepoffs from one level to another marked and guarded with a railing and adequately lighted?			
25	Are all telephone and electrical wires secured in a manner to prevent falls?			
26	Are all typewriter desks situated to prevent the moving carriage from entering aisle space?			
27	Have fire evacuation routes been posted for each work area and the routes clearly marked with the proper "EXIT" signs?			
<b>GENERAL</b>				
28	Are office machines placed away from the edge of tables or desks on which they are used?			
29	Are files, bookcases, etc., placed so that they cannot be tipped over?			
30	Are proper stools provided to eliminate the necessity of using chairs or stools with casters for gaining extra height to retrieve items from high shelves, etc.?			
31	Are heavy or bulky materials stored at lower levels than lighter, easy to handle items?			
32	Are all office fans guarded, front and back, with not over ½-inch mesh to prevent fingers getting inside guard?			
33	Are pencils on desks stored with their points down?			
34	Have all spindle (spike) files been removed from service?			
35	Are chairs inspected regularly and broken ones removed from service?			
36	Is the Occupational Safety and Health Protection for Federal Employees posted in a prominent location? DD Form 2272			
REMARKS:				