## SAFETY INSPECTION CHECKLIST FOR COE OWNED & OCCUPIED FACILITIES

U.S. Army Engineer District, New Orleans

<table>
<thead>
<tr>
<th>Contractor or Unit</th>
<th>Contract No. Or Activity</th>
<th>Inspected by (Signature)</th>
<th>Witness (Signature)</th>
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**NOTE:** Safety and Health Requirements Manual (EM385-1-1 (15 Sep 08)) references in parentheses.

### SANITATION - MEDICAL

1. Are all outlets dispensing non-potable water posted “CAUTION-WATER UNSAFE FOR DRINKING, WASHING, OR COOKING?” (02.D.01)

2. Are paper cups dispensed from a sanitary container? (02.C.08)

3. Are waste containers provided at each drinking fountain for used cup disposal? (02.C.08)

4. Is each washroom maintained in a sanitary condition and provided with water, soap, and individual means of drying? (02.E.01)

5. Are 16 unit first-aid kits provided in each place of employment? (03.B)

### FIRE PREVENTION AND PROTECTION

6. Are “NO SMOKING, MATCHES, OR OPEN FLAME” signs posted and observed in all areas where flammable or combustible materials are stored? (09.A.07)

7. Is a good housekeeping program established to minimize accumulation of scrap, debris and excess combustible material? (09.A.10)

8. Are surveys being made at least annually in accordance with Paragraph 09.A.02 and records maintained? (09.A.02)

9. Have all employees received initial and annual training in the proper use of portable fire extinguishers? (09.E.04)

10. Have fire excavation routes been posted for each working area and the routes clearly marked with proper “EXIT” signs and illuminated? (09.H.09(b)) (07.A.05)

### ELECTRICAL

11. Is all electrical work performed by qualified personnel with verifiable credentials? (11.A.01(c))

12. Are all circuits properly protected against overload? (11.C.01)

13. Are circuit breakers clearly marked to indicate whether they are "open" or "closed"? (11.C.01(d))

14. Are circuit breaker panels labeled to indicate the equipment/circuits supplied by each switch? (11.C.04)

15. Are all fuse cabinets or circuit breaker boxes provided with a lockable, close fitting door? (11.C.01(e))

16. For machines with electric motors, is a positive means provided for rendering controls inoperative while repairs or adjustments are being made? (11.A.02(b))

17. Are all electrical circuits grounded? (11.C.01)

18. When electrical outlets are provided in a wet location, are the outlets contained in a weatherproof enclosure approved for the location? (11.E.04(a))
**SAFETY INSPECTION CHECKLIST FOR COE OWNED & OCCUPIED WORKSPACE**  
U.S. Army Engineer District, New Orleans

### PASSAGEWAYS AND ACCESS FACILITIES

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<tr>
<td>19.</td>
<td>Are offices, workrooms, stairways, corridors, and passageways adequately lighted? (07.A.01)</td>
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<td>20.</td>
<td>Where standard handrails are provided, is there a distance of approximately 3” between the handrail and any other object? (24.C.06)</td>
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<tr>
<td>21.</td>
<td>Are all access-ways kept clear of operating materials or debris that would obstruct passage or cause a tripping or slipping hazard? (24.A.07)</td>
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<tr>
<td>22.</td>
<td>Where there is a drop of more than 4' from one surface to another, is the area protected by a standard guardrail? (21.A.01(f))</td>
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### GENERAL

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<tr>
<td>23.</td>
<td>Has a position hazard analysis (PHA) been prepared and documented by the supervisor for each employee under their control? (01.A.10)</td>
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<tr>
<td>24.</td>
<td>Has an activity hazard analysis (AHA) been prepared and documented for each USACE activity that identifies the hazards associated with the activity? (01.A.14)</td>
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<tr>
<td>25.</td>
<td>Does the supervisor conduct job specific training as outlined in paragraph 01.B.03 and the MVN Master Safety Training Plan? (01.B.03)</td>
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<td>26.</td>
<td>Are material safety data sheets (MSDS) maintained (in hard copy or electronic format) for each hazardous substance and made available to all potentially exposed personnel? (06.B)</td>
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<td>27.</td>
<td>Are records of first-aid treatment maintained on prescribed forms for a period of at least one year? (01.D.04)</td>
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Remarks:

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