

# Michigan Municipal Workers' Compensation Fund Safety and Health Resource Manual

<b>MONTHLY SAFETY CHECKLIST</b>		Date:
Department:	Supervisor:	

Indicate Discrepancy by (X)

GENERAL AREA	
	Floor Conditions
	Special Purpose Flooring
	Aisle, Clearance/Markings
	Floor Openings, Require Safeguards
	Railings, Stairs Temp./Perm.
	Dock Board -- (Bridges Plated)
	Piping-(Water-Steam-Air)
	Wall Damage
	Ventilation
	Other:

ILLUMINATION-WIRING	
	Unnecessary/Improper Use
	Lights on During Shutdown
	Frayed/Defective Wiring
	Overloading Circuits
	Machinery Not Grounded
	Hazardous Location
	Wall Outlets
	Other:

HOUSEKEEPING	
	Floors
	Machines
	Break Area/Lavatories
	Waste Disposal
	Vending Machines/Food Protection
	Rodent, Insect, Vermin Control

VEHICLES	
	Unauthorized Use
	Operating Defective Vehicle
	Reckless/Speeding Operation
	Failure to Obey Traffic Rules
	Other:

MATERIAL STORAGE	
	Hazardous and Flammable Material Not Stored Properly
	Improper Stacking/Loading/Securing
	Improper Lighting, Warning Signs, Ventilation
	Other:

Inspected By:
---------------

FIRST AID	
	First Aid Kits
	Stretchers, Fire Blankets, Oxygen
	Other:

MACHINERY	
	Unattended Machines Operating
	Emergency Stops Not Operational
	Platforms/Ladders/Catwalks
	Instructions to Operate/Stop Posted
	Maintenance Being Performed on Machines
	Guards in Place
	Pinch Points
	Other:

SECURITY	
	Doors/Windows, etc. (secured when required)
	Alarm Operation
	Department Shutdown Security
	Equipment Secured
	Unauthorized Personnel
	Other:

FIRE PROTECTION	
	Fire Hoses Hung Properly
	Extinguisher Charged/Proper Locations
	Access to Fire Equipment
	Exit Lights/Doors/Signs
	Other:

<b>Comments:</b>
------------------