



# Workplace Safety Audit

As you know, OSHA requires employers to provide a safe workplace. The advantage to your business is that providing a safe workplace can decrease insurance costs, keep employees safe from injury, increase productivity and even improve employee morale.

You can comply with OSHA's guidelines for safety by being proactive in identifying potential hazards, provide tools and equipment that are ergonomic and well-maintained, and provide ongoing safety training to everyone in the facility.

Another useful tool that can help keep the people in your facility safe is the Workplace Safety Audit. Every facility has different safety compliance issues so this audit is not completely comprehensive for every building. But it is a good tool to use for a preliminary safety audit for your building. For more information about safety and for additional resources, contact Mike at All Building Cleaning Corp at 305-596-6485.

Company name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

Direct phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

Square footage of location: \_\_\_\_\_ Cleanable square footage: \_\_\_\_\_

Frequency of cleaning: \_\_\_\_\_ days per week

Monday \_\_\_ Tuesday \_\_\_ Wednesday \_\_\_ Thursday \_\_\_ Friday \_\_\_ Saturday \_\_\_ Sunday \_\_\_

Currently cleaned: In house \_\_\_ Contractor \_\_\_



While performing the safety audit, pay attention to items that are potential safety hazards. Make recommendations to correct them. **C [checked] NA [needs attention]**

| Safety  | C | NA | Recommendation |
|---|---|----|----------------|
| Written records are kept for safety training sessions                         |   |    |                |
| Janitor closet is in order with heavy items on bottom shelves, no loose trash |   |    |                |
| SDS sheets available for chemicals in janitor closet                          |   |    |                |
| Flammables properly stored in flammable storage cabinets                      |   |    |                |
| Spray bottles properly labeled according to OSHA standards                    |   |    |                |
| Tools and equipment cords are in good condition, free of cuts or pulled wires |   |    |                |
| First aid kit on location and stocked   |   |    |                |
| Electrical panel has clearance with no debris blocking it                     |   |    |                |
| Furniture in a good state of repair   |   |    |                |
| Floors are clear of liquids or objects that could cause a slip, trip, or fall |   |    |                |
| Exits properly identified and lighted   |   |    |                |
| Exit doors operable and equipped with panic hardware                          |   |    |                |
| Stairs, steps, handrails, and landings in good condition                      |   |    |                |



|   |  |  |  |
|---|--|--|--|
| Portable fire extinguishers available                             |  |  |  |
| Extinguishers serviced/ tagged annually                           |  |  |  |
| Fire alarm been tested  |  |  |  |
| Floor surfaces clean, clear of debris, and dry                    |  |  |  |
| Floor mats do not cause a tripping hazard. They are clean and dry |  |  |  |
| Electrical outlets not loose or missing covers                    |  |  |  |
| Area lighting adequate  |  |  |  |
| The building has a written hazard communication program           |  |  |  |
| Emergency lighting operable                                       |  |  |  |
| Severe weather plan in place                                      |  |  |  |
| Exit paths are clear  |  |  |  |
| Evacuation floor plans posted                                     |  |  |  |
| Emergency phone numbers posted                                    |  |  |  |
| "Do Not Use Elevator in Fire Emergency" signs posted and legible  |  |  |  |
| Elevator inspection certificates posted                           |  |  |  |
| Preventive maintenance/ service contract in effect for elevator   |  |  |  |
| Sprinkler system operable and tested yearly                       |  |  |  |



|   |  |  |  |
|---|--|--|--|
| Portable heating devices UL-listed  |  |  |  |
| Preventive maintenance service contract in effect on heating/air conditioning equipment |  |  |  |
| Exterior lighting is adequate, no burned out bulbs                                      |  |  |  |
| Exterior walkways are in good physical condition  |  |  |  |
| Walkways, and parking lots kept clear of ice and snow                                   |  |  |  |

If you have found items that are in need of attention or repair, prioritize these items, assign to the appropriate people with set deadlines for completion.

**For additional safety compliance information and a quote on your janitorial services, contact:**

Mike Castro, All Building Cleaning Corp.  
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 8567 Coral Way, Suite 271  
 Miami, FL 33155