



# Work-Site Inspection Checklist

Blackstone Valley Hub for Workforce Development  
 670 Linwood Ave, Whitinsville MA, 01588  
 www.bvhub.org

Date of Inspection	
Company	
Address	
Phone	
Student	
Supervisor	

Use this Work-site Inspection Checklist as a guide to assess the occupational safety and health risks associated with a work-site. It does not cover all possible hazards and does not determine compliance with applicable occupational safety and health regulations. "Yes" indicates that you have observed a safer condition exists. Additional judgment must be used on the part of the person(s) doing the inspection to determine a risk is unacceptable. "N/A" is not applicable.

YES	NO	N/A	GENERAL QUESTIONS
			Are routine Safety Inspections performed at this workplace?
			Are work areas orderly and clean?
			Are containers of chemicals or other substances properly labeled?
			Is the immediate work area free of powered industrial trucks, compactors or powered lifts?
			Is the immediate work area free of other moving equipment or machinery?
			Is there adequate lighting for the work?
			Does the job site provide adequate restrooms?
			Are work temperatures comfortable?
			Do objects that require lifting by a single person weigh less than 30 pounds?
			Are computer work stations equipped with adjustable and movable parts?
			Are materials properly stored so as not to create a falling or tripping hazard?
			Are work areas free of high noise levels?
			Are ladders and stepladders readily available for use?
			Are ladders and stepladders in good condition?
			Has a hazard assessment been conducted for Personal Protective Equipment (PPE)?
			Is the following PPE available (as is appropriate for the work-site)?
			→ Hard hats
			→ Gloves
			→ Safety glasses
			→ Hearing protection
			→ Respirators
			Is training provided on the proper use of PPE?
			Is there an area for students to secure personal items such as tools, coats, lunch, etc.?
			Are students prohibited from driving any type of vehicle

YES	NO	N/A	<b>EMERGENCY / FIRE / EVACUATION PROCEDURES / FIRST AID</b>
			Are there established procedures in the event of an emergency?
			Are all employees (including students and part-time) trained in emergency procedures?
			Are emergency exits clearly visible and marked by readily visible signs and arrows?
			Are emergency exit doors free of locks, chains, or fastenings that would prevent free escape from inside the work area?
			Are there at least two emergency exits from the work area or building?
			Are emergency exit paths out of the work area free of obstructions?
			Is there an automatic fire alarm and fire detection system?
			Are alarm pull-boxes and fire extinguishers clearly visible and easily accessible?
			Is the work-site or building equipped with an automatic sprinkler system?
			Are medical personnel or others trained in first aid available at the work-site?
			Are eyewash stations and safety showers available in areas with hazardous chemicals?
			Are first aid supplies available, including an automated external defibrillator (AED)?
			Is there a designated person responsible for gathering information after an injury occurs?

YES	NO	N/A	<b>STUDENT PROTECTION</b>
			Does the work-site have exterior lighting during evening and nighttime operating hours?
			Does the work-site have a security surveillance system of public areas?
			Has the Internship Supervisor submitted a MA CORI form?
			Does the work-site have a security alarm system?

**Comments:**

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**District Evaluator Signature** \_\_\_\_\_ **Date** \_\_\_\_\_