

STATE OF OKLAHOMA
DEPARTMENT OF HUMAN SERVICES
RISK MANAGEMENT SURVEY

Department/Location	
Date of Survey	Surveyed By:

Any Item answered "NO" should have a brief statement of recommended method of correction. Use the reverse side of this form for any additional comments, remarks, diagrams, etc., that can assist your Identification of unsatisfactory conditions or corrective action.

Housekeeping - Is the work area clean and orderly? Yes No

Walls - Are walls In good condition, without holes, cracks? Yes No

Floors - Are floors In good condition - smooth, clear surface - without holes, cracks or humps?
 Yes No

Aisles - Are aisles and passageways clear and free of tripping hazards? Yes No

Are they properly lighted? Yes No _____

Stairways - Are handrails and stairs in good condition?
Are they properly lighted? Yes No _____

Storage - Are materials, products, or supplies properly and safely maintained at a workable height?
 Yes No

Ladders - Are ladders of standard construction and in good physical condition? Yes No

Machines and Equipment - Are machines and equipment In safe operating condition? Yes No

Are guards provided where necessary and are they used? Yes No

Hand Tools - Are the right tools for the job used and in good condition?

Electrical - Are all required grounds provided on power tools and extension cords? Yes No

Lighting - Is adequate lighting provided in all work areas? Yes No

Personal Protective Equipment - In the form of head, eye, ear, face, hand, foot or body protection?

Yes No

First Aid - Are suitable First Aid supplies provided for the work area? Yes No

Signs - Are safety instructions and warning signs posted where needed? Yes No

Hazardous Materials - Have items such as chemicals, solvents, etc been identified? Yes No

Fire Protection - Are the sprinkler system and alarms working? Yes No

Are extinguishers easily accessible, unblocked and properly serviced? Yes No

Exits - Are emergency exits clear and accessible? Yes No

Smoking - Is smoking allowed only in appropriate designated areas? Yes No

Is smoking explicitly prohibited where flammable liquids or combustible materials are used or stored? Yes No

Heating Systems - Are sufficient clearances maintained to combustibles from the heating unit and flue pipes? Yes No

Pressure Vessels - Where personnel are exposed to moving parts are guards provided? Yes No

Additional Items or Information: