

## Public Works Department Safety Checklist

<b>Municipality:</b>	<b>Inspection Date:</b>
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<b>Name of Inspector:</b>	<b>Title:</b>
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**Location Surveyed:**

#	Needs Work	O K	N/A	Condition: Write line #'s and comments on back for all "Needs Work" listings
<b>Building, Housekeeping and Sanitary Conditions</b>				
1				Stairs clean, floors & aisles clean
2				Exits marked, signs illuminated
3				Mezzanines have load ratings posted
4				Slip, trip & fall hazards eliminated
5				Fire ignition sources controlled
<b>Hazardous Materials</b>				
6				Proper storage and segregation
7				Flammable cabinets available/ bonded & grounded to building steel
8				All secondary containers properly labeled, (name & principle hazard)
9				MSDS available for all hazardous materials, current <5 years old
10				Shower/eyewash within 100 ft or 10 sec travel, on same level as hazard
11				Proper handling, no horizontal dispensing, drip pans in place
<b>Fuel Dispensing</b>				
12				Fire extinguisher serviced annually & inspected monthly Min 40 B:C
13				Emergency fuel cut-off available
14				NO SMOKING signs posted
15				Labels warning against fueling cans in pickup beds are posted
<b>Machinery &amp; Equipment</b>				
16				Compressor oil level checked, pressure tanks drained
17				Pressure tank relief valve(s) tested every 5 years
18				Hydraulic lifts (for vehicles) inspected annually certificate posted
19				Chain hoists and slings inspected, annually and before use
20				Point-of-operation & power transmission guards in place
21				Ladders & scaffolding secured in storage & in good condition
22				Fixed powered equipment properly placed & secured to floor or bench
<b>Electrical Power Sources</b>				
23				36" clearance in front of electrical panels, directories posted
24				GFCI's, breakers or pigtail extension cords available
25				Emergency generators installed, tested regularly
<b>Fire Protection Systems</b>				
26				Fire extinguisher serviced annually & inspected monthly
27				Sprinkler system -inspected annually- access to controls clear
28				Fire alarm and/or detection system operational inspected annually
29				Hot Work Permit system in place, combustibles covered
<b>Grounds, Walkways &amp; Parking Lots</b>				
30				Sufficient parking space for occupancy and well lined
31				Steps/walkways clear & in good repair, adequate lighting & hand rails

## Emergency Medical Services Department Safety Checklist

**Municipality:** \_\_\_\_\_ **Inspection Date:** \_\_\_\_\_

**Name of Inspector:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Location Surveyed:** \_\_\_\_\_

#	Needs Work	O K	N/A	Condition: Write line #'s and comments on back for all "Needs Work" listings
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### Apparatus Room

1				Cords used for charging batteries in a location that will not cause a tripping hazard
2				Diesel particulate exhaust ventilation system functioning
3				Leaks of vehicle fluids do not pose a slipping hazard
4				Tools and equipment properly stored and secured
5				Trucks arranged to allow free movement and to adequate aisles for walking & working
6				Guide lines or markings to aid in backing into the bays
7				Garage bay electrical receptacles GFCI protected, especially those near garage doors
8				Turn out gear clean, neat and orderly and meets NFPA guidelines
9				Portable fire extinguishers properly mounted, inspected and accessible – tags completed
10				All exits identified and EXIT signs illuminated
11				Safety eyes installed on all power operated overhead doors
12				Emergency lighting units operational and of sufficient number to serve the area
13				Flammable liquids properly stored in grounded flammable cabinets, and doors closed
14				Housekeeping adequate through out facility
15				Emergency generator - tested under load monthly. Fuel sources have RTK Labeling
16				Cooking hazards protected; Proper ventilation & suppression system & inspected annually

### Cascade Equipment

17				Air quality lab certification current and posted
18				All 1A compressed air or oxygen cylinders supported and in the up right position
19				All 1A & service bottles have current hydrostatic testing and with adequate recordkeeping
20				Bottles properly protected from vehicle damage; caps in place
21				Service bottle filling performed in an approved containment system
22				Personnel trained in the operation of the cascade or compressor system

### House and Grounds

23				Stairs have handrails and walkways are clear
24				Emergency and exterior lighting in working order
25				Parking spaces adequate for intended occupancy
26				Parking areas, floors and all walking surface conditions satisfactory
27				Warning signs posted for emergency vehicles exiting
28				All utility service lines, (gas and compressed air, etc) identified
29				Hot water heater pressure relief valve piped to floor
30				Slip, trip and fall hazards eliminated
31				Exits marked and clear - panic hardware where serving occupant load > 50 persons
32				Lighting adequate for activities performed in the area

## Fire Department Safety Checklist

<b>Municipality:</b>	<b>Inspection Date:</b>
<b>Name of Inspector:</b>	<b>Title:</b>
<b>Location Surveyed:</b> <span style="float: right;">(each station done on separate sheet)</span>	

#	Needs Work	O K	N/A	Condition: Write line #'s and comments on back for all "Needs Work" listings
<b>Building Conditions</b>				
1				Stairs clear & handrails? Exits identified? Emergency lights function, occupancy posted?
2				Warning signs posted for emergency vehicles exiting
3				Trucks arranged to allow free movement & adequate aisles for walking & working?
4				Fire doors kept closed, latches and automatic closures work
5				Floors & aisles clean; slip, trip & fall hazards eliminated
6				Interior lighting adequate
7				Grounds & walkways in good condition; Exterior lighting adequate
				Radio towers grounded and bonded; protected from impact by barriers or location
<b>Building, Housekeeping &amp; Sanitary Conditions</b>				
8				Offices clean, adequate walking area, smooth floor, no hazardous chemicals
9				Basement, clear access, adequate headroom, lighting
10				Electrical/heater room, pressure relief piped to floor? Cooking hazards protected?
11				Vehicle exhausts system installed and functional? Filters changes as needed?
12				Lockers secured? Shower facilities provided? Turn out gear clean, neat and orderly?
<b>Power Sources</b>				
17				Computers & radio equipment provided with surge protector, GFCI's where needed
18				Emergency lighting operational
19				36 inches clearance maintained in front of electrical panels
20				Cords used for charging batteries in a location that will not cause a tripping hazard
21				Emergency generator exercised weekly, tested under load and log maintained
<b>Vehicle Fueling</b>				
23				Fuel tanks are labeled with name, CAS# and NFPA Hazard codes
24				Minimum of a 20 BC rated extinguisher is within 50 feet of tank
25				NO SMOKING signs posted, emergency fuel shut-off identified
<b>Breathing Air</b>				
26				Air quality lab certification current and posted
27				All 1A compressed air cylinders supported and in the up right position
				Personnel trained in the operation of the cascade or compressor system
<b>Dispatch Area</b>				
28				Access to room is restricted to authorized people? Workstation Ergonomic issues?
29				Power cords & cables properly secured
<b>Fire Detection / Suppression</b>				
30				Fire alarm and/or detection system, functional, inspected annually
31				Fire suppression system, functional, inspected annually
32				Fire extinguisher serviced annually & inspected monthly

## Library - Safety Checklist

Recommended minimum frequency Monthly during use season

<b>Municipality:</b>				<b>Inspection Date:</b> 201__			
<b>Name of Inspector:</b>				<b>Title:</b>			
<b>Location Surveyed:</b>							
#	Needs Work	O K	N/ A	Condition: Write line #'s & comments on back for all "Needs Work" listings			
Condition							
1				Walking surfaces free of slip-trip-fall hazards			
2				Stairway handrails in good condition and tightly secured			
3				Stair treads in good condition and adequately illuminated			
4				Stairways free of storage or obstruction			
5				Storage of materials properly arranged			
6				Filing cabinets & shelves secured			
7				Illumination adequate throughout			
8				Heaters clear of combustible / flammable materials			
9				Material storage at least 18" from sprinkler heads, 24" from ceiling			
10				Housekeeping adequate			
11				Emergency evacuation plan and emergency phone numbers posted			
12				Means of egress readily accessible and unobstructed			
13				Emergency lights operational			
14				Exit lights and / or signs visible and adequate			
15				Minimal use of proper extension cords and in good condition			
16				Outlet / switch covers secure			
17				Electric room and / or panels cleared of combustible material and circuit identified			
18				Coffee Pots, Copier, Portable Electric Heaters in good condition, properly located and shut off after hours (No kerosene heaters permitted)			
19				Surge protector on all electrical accessories			
20				Elevator inspection certificates current			
21				Elevator entrance signs posted "In Case of Fire, Do Not Use"			
22				Fire extinguishers serviced annually & inspected monthly; sign tags			
23				Fire Alarm and / or Detection System Functional			
24				First Aid Kit available and maintained			

## Municipal Complex / Administration Safety Checklist

<b>Municipality:</b>	<b>Inspection Date:</b>
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<b>Name of Inspector:</b>	<b>Title:</b>
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**Location Surveyed:**

#	Needs Work	O K	N/A	Condition: Write line #'s and comments on back for all "Needs Work" listings
1				Means of egress readily accessible and unobstructed
2				Emergency evacuation plan and emergency phone numbers posted
3				Emergency lights operational
4				Exit lights and / or signs visible and adequate
5				Extension cords: minimal use and in good condition
6				Overhead obstructions clearly marked in contrasting color
7				Walking surfaces free of slip-trip-fall hazards no wrinkled carpets
8				Handicap access ramps provided and in good condition
9				Stairway handrails provided & in good condition & tightly secured minimum 3 inched from wall
10				Stair treads in good condition and adequately illuminated
11				Stairways free of storage or obstruction
12				Elevator inspection certificates current and posted
13				Elevator entrance signs posted "In Case of Fire, Do Not Use"
14				Housekeeping adequate - no hanging plants over equipment?
15				Filing cabinets secured to prevent falling
16				File room: storage of materials properly arranged? Minimum 18 inches below sprinklers?
17				Illumination adequate throughout
18				All transaction windows protected and duress alarms operational?
19				Heaters clear of combustible / flammable materials?
20				First Aid Kit, BBP Kit and AED available and maintained?
21				Sprinkler controls accessible and inspected annually
22				Sprinkler heads: at least 18 inches of clearance from stored materials
23				Electrical outlet / switch covers secure all receptacles 3-wire ground type
24				Coffee pots, copier machines, portable electric heaters in good condition, properly located and shut off after hours (No kerosene heaters permitted)
25				Surge protector on all electrical accessories, GFCI's near water sources
26				Fire extinguishers serviced annually and inspected monthly
27				Fire alarm and / or detection system functional?
28				Air handling equipment filter(s) cleaned and / or changed periodically?
29				Electric room & panels clear of combustible material and circuits identified
30				Electrical panels labeled for voltage levels, and arc flash warnings?
31				Electrical panels unobstructed (36 inch clearance) and covers closed.

# Playground Safety Checklist

<b>Municipality:</b>	<b>Inspection Date:</b>
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<b>Name of Inspector:</b>	<b>Title:</b>
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**Location Surveyed:**

#	Needs Work	O K	N/A	Condition: Write line #'s and comments on back for all "Needs Work" listings
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**General Grounds Conditions**

1				Proper Signage – Rules, Hours and Age Appropriate
2				Vandalism (broken glass, trash, graffiti, etc.)
3				Poor drainage areas, Tripping hazards such as roots, rocks, etc
4				Fencing damaged, exposed sharp edges, end caps missing
5				Low hanging, dead tree limbs removed?
6				All overhead wires or tree branches above 84 inches?
7				Surfacing compacted or inadequate? Need minimum of 9 inches of wood mulch
8				Surfacing material thin, worn or scattered (in landing pits, etc.)
9				Accessible to handicapped? Ramps 36' min. wide, w/ slope between 1:20 and 1:12. Max

**General Equipment Conditions**

10				There is a minimum use zone of 6 foot in all directions for all equipment.
11				Visible cracks, bending, warping, rusting or breakage of any component
12				Deformation of open "S" hooks, (dime fits) shackles, rings or links
13				Worn swing hangers and chains, Broken or missing rails, steps, rungs or seats
14				Missing, damaged or loose swing seats; heavy seats with sharp edges or corners
15				Broken or damaged supports / anchors, footings exposed, cracked, loose in ground
16				No Loose bolts, nuts, corrosion, splintered, cracked or otherwise deteriorated wood
17				Exposed ends of tubing that should be covered by plugs or caps
18				Protruding bolt ends (more than 2 threads) without smooth finished caps & covers?
19				Chipped or peeling paint check if installed before 1962 Lead Paint possible
20				Lack of lubrication on moving parts, Worn bearings
21				Space between slats of barriers & guardrails is not between 3 1/2-9 inches

**Special Equipment**

22				Seesaw fulcrum is fixed, enclosed, or designed to prevent crush & shear; no footrests
23				All climbing ropes must be fastened at both ends
24				Merry-go round, have handgrips, essentially round, no greater than 9 in above surface
25				Sides of bed ways on slides are minimum 4" high
26				Sliding pole is max. 1.9" D and continuous w/ no protruding welds or joints
27				Steps/rungs do not allow accumulation of water or debris

**Ancillary Activities or Equipment**

28				Surfaces for basketball or tennis courts cracked or uneven
29				Sand play is located in shaded area, inspected & raked weekly to remove debris.
30				All gymnastic equipment removed, i.e., trapeze bars or rings, PAR courses separate

## Police Department Safety Checklist

<b>Municipality:</b>				<b>Inspection Date:</b>			
<b>Name of Inspector:</b>				<b>Title:</b>			
<b>Location Surveyed:</b>							
#	Needs Work	O K	N/A	Condition: Write line #'s and comments on back for all "Needs Work" listings			
<b>Building Conditions</b>							
1				Stairs clear & handrails secure			
2				Exits identified, emergency lights function, occupancy posted			
3				All transaction windows protected & duress alarms work			
4				Fire doors kept closed, latches and automatic closures work			
5				Floors & aisles clean; slip, trip & fall hazards eliminated			
6				Interior lighting adequate			
7				Grounds & walkways in good condition; Exterior lighting adequate			
<b>Building, Housekeeping &amp; Sanitary Conditions</b>							
8				Offices clean, adequate walking area, smooth floor, no hazardous chemicals			
9				Basement, clear access, adequate headroom, lighting			
10				Electrical/heater room, pressure relief piped to floor			
11				Records storage file cabinets secured			
12				Lockers secured, no moisture damage, shower facilities provided			
<b>Power Sources</b>							
17				Computers & radio equipment provided with surge protector			
18				Emergency lighting operational			
19				36 inches clearance maintained in front of electrical panels			
20				GFCI's where needed			
21				Emergency generator exercised weekly, tested under load and log maintained			
<b>Vehicle Fueling</b>							
23				Fuel tanks are labeled with name, CAS# and NFPA Hazard codes			
24				Minimum of a 20 BC rated extinguisher is within 50 feet of tank			
25				NO SMOKING signs posted, emergency fuel shut-off identified			
<b>Fitness Area</b>							
26				Usage rules for equipment posted			
27				Equipment visually inspected for defects			
<b>Dispatch Area</b>							
28				Access to room is restricted to authorized people? Workstation Ergonomic issues?			
29				Power cords & cables properly secured			
<b>Fire Detection / Suppression</b>							
30				Fire alarm and/or detection system, functional, inspected annually			
31				Fire suppression system, functional, inspected annually			
32				Fire extinguisher serviced annually & inspected monthly			

## Recreation Department Field Facilities Checklist

<b>Municipality:</b>				<b>Inspection Date:</b>			
<b>Name of Inspector:</b>				<b>Title:</b>			
<b>Location Surveyed:</b>							
#	Needs Work	O K	N/A	Condition: Write line #'s and comments on back for all "Needs Work" listings			
<b>Soccer Fields</b>							
1				Are goal cages anchored or weighted to prevent tipping			
2				Are team benches, if provided, at least 10 feet from field edge			
3				First aid and BBP kits available and contents inspected regularly			
<b>Baseball Fields</b>							
4				If dugouts are provided, is full frontal foul ball protection in place			
5				If town is member of <i>Little League International</i> are break-away bases used			
6				Is bat and helmet storage provided, check for impalement hazards on racks			
7				Are batting cages and warm-up pitcher areas fully enclosed, including top			
8				Are outfield fences if 4' or less covered with "roll-over" protection on the top			
9				Are field usage rules posted – i.e., no alcohol or glass bottles			
<b>Sports Equipment Storage Areas</b>							
10				Are storage buildings & roof are structurally sound			
11				Are doors secured & in good condition, any broken windows			
12				Any signs of vandalism			
13				Are interiors seasonally inspected, cleaned & no hazardous material storage i.e., gasoline			
<b>Sports Equipment Storage Areas</b>							
14				Are entrance and exit pads in good condition and free of obstructions			
15				Are trash receptacles and smoker ash trays provided outside			
16				Are doors secured or open 24/7. Informational signs in place			
17				Is exterior lighting provided? Is it operational? Lights on timer or photo cell?			
<b>Parking Areas and Paths</b>							
18				Are there sufficient parking spots for the intended occupancy of the facility			
19				Is recreation facility patrolled by local police			
20				Are wheel stops or guard rails provided at the field sides of the lot			
21				If lighting is provided, is it adequate and does it cover all lot areas & access roads			
22				Are vehicle bridges provided over gullies and streams equipped with guard rails			
23				Are pedestrian bridges in good repair and provided with guard and hand rails			
24				If benches are provided are they in good repair and in designated spots			
25				Are paths restricted to walkers or open to joggers, rollerblades or bikes. Any concerns?			
26				Are improved (paved) paths free of tripping hazards and handicap accessible			
<b>Spectator Bleachers</b>							
27				Are bleachers on grass or a concrete - if on hard surface, should have fall guards			
28				Are there more than three levels of benches - less than 3 guard rails are not required			
29				If yes, is back & side fall protection provided on areas above 30" Is it at least 42" tall			
30				Do openings in rails or fences restrict the ability to climb or gain a toe hold			
31				Are the bleachers structurally sound & appear to be in good condition			
32				Have 4 seat or more bleachers been inspected by a PE within the last 2 years			



## Recycling Center Safety Checklist

<b>Municipality:</b>				<b>Inspection Date:</b>			
<b>Name of Inspector:</b>				<b>Title:</b>			
<b>Location Surveyed:</b>							
#	Needs Work	OK	N/A	Condition: Write line #'s and comments on back for all "Needs Work" listings			
<b>Recycling Centers</b>							
1				Traffic patterns established? Adequate directional signage?			
2				Sufficient parking during drop-off away from municipal traffic?			
3				Area fenced to limit access to authorized persons only?			
4				Hours of operation posted or Self-service? No smoking signs?			
5				Signs posted for identification of waste streams? Prohibited items?			
6				Level, secure footing in areas used by the public?			
7				Adequate lighting for off-hours drops?			
8				All elevated platforms have fixed stairs and guardrails?			
9				Separation of hazardous waste streams from recyclables?			
10				Separate secure, elevated areas for batteries & electronic components?			
11				Separate areas for: latex & solvent based paints & corrosives?			
12				Separate areas for propane tanks? Sharps & construction debris?			
13				Separate areas for paper, cardboard, aluminum & glass?			
14				Bulk containers secured against tipping? Covered against rain?			
15				Space designated for yard waste?			
16				Bulk waste liquid containers identified? Area has spill containment?			
17				Individual liquid containers in spill containment?			
18				Drainage is adequate to keep storm water runoff from drop-off areas?			
19				Handling protocols developed for all anticipated waste streams?			
20				Employees trained in Best Management Practices, for the center?			
21				"Unwanted" items removed within 60 Days? No waste treatment?			
22				Facility regularly reviewed by E-JIF representatives?			
23				Area housekeeping is maintained in satisfactory condition?			
24				Housekeeping & cleanup tools available, i.e. brooms, rakes and pans?			
25				Appropriate fire extinguishers available? Spill kits? First aid kits?			
26				If attended employees have correct PPE? Gloves? Eye protection?			
27				Attendants have emergency communication devices?			
28				Recycling guidance documents available to facility users?			
29				Municipality participates in "hazardous waste pick-up" days?			
30				Other concerns?			

## Swimming Pool - Safety Checklist

Recommended minimum frequency Monthly during use season

<b>Municipality:</b>				<b>Inspection Date:</b> 201__			
<b>Name of Inspector:</b>				<b>Title:</b>			
<b>Location Surveyed:</b>							
<b>#</b>	<b>Needs Work</b>	<b>O K</b>	<b>N/ A</b>	<b>Condition: Write line #'s &amp; comments on back for all "Needs Work" listings</b>			
<b>Signage</b>							
1				Load rating for pool posted? (8:26 - 3.3)			
2				All pool rules & restrictions are posted? i.e. no alcohol			
3				Warning signs posted restriction, "prolonged breath holding"?			
4				Is the UV burn index forecast posted daily?			
<b>Life Guard Stand</b>							
5				One elevated lifeguard chair is required for each 3,400 ft <sup>2</sup> of pool surface			
6				A complete spine board with all necessary ties?			
7				A unit of lifesaving equipment provided for each 2,000 ft <sup>2</sup> of water surface area			
8				A rescue tube or rescue buoy at each pool lifeguard station?			
9				Suction break E-switch installed and labeled?			
10				All lifeguards have a loud whistle to alert bathers?			
11				Lifeguards wear hats, sunglasses and sunscreen? Shade provided?			
<b>Wading pools/ spas</b>							
12				Separate filtration system and turnover rate? Rate =           gpm			
13				Physical barrier separating it from other pools?			
<b>Diving boards/ sliding boards</b>							
14				Instruction signs and rules posted near the device?			
15				Boards have slip-resistant tread surfaces? Slides have running water?			
16				Steps & ladders lead to diving boards with handrails to water edge?			
<b>Pool Depth Markings</b>							
17				Depth markings are displayed at pool edge & top surface every 25 feet?			
18				Depth markings placed at Max & Min points			
19				Markings must be minimum 4 inches high in a contrasting color?			
<b>Written Plans to guide lifeguard actions</b>							
20				Copy of <b>NJAC 8:26</b> available to Pool management?			
21				A written aquatics supervision plan is available to all lifeguards?			
22				A written Emergency Plan is available to all lifeguards? Posted? ○			
23				Facility has a written lightning response plan?			
<b>Chlorine/disinfection treatment areas</b>							
24				Identification signs posted?			
25				Is there a working hardwired phone accessible to pool management for emergencies?			
26				Pool makeup water protected by a backflow prevention device?			
27				Automatic disinfectant leak detector & alarm installed?			
28				Safety Shower /eye wash within 25 feet?			
29				Is the Bonding & Grounding certificate posted as required by NJ Law S213?			
30				Is pool provided with an automatic means of adding a disinfectant?			
<b>Locker rooms</b>							
31				Slip resistant floors throughout? At least CoF of 1.5?			
32				Electrical fixtures rated for wet areas? All receptacles GFCI protected?			
33				Natural or mechanical ventilation provides minimum of 2 air changes/hour?			