



Self-Inspection Form | General Industry | WC 6-23

General Work Environment and Housekeeping Safety Checklist

General Work Environment and Housekeeping	Yes	No	N/A	Comments
The workplace is clean, orderly, and sanitary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workplace floors are maintained in a dry condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Where wet processes are used, drainage is maintained and false floors, platforms, mats, or other dry standing places are provided, where practicable, or workers use appropriate footwear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Enclosed workplaces are maintained to prevent the entrance or harborage of rodents, insects, and other vermin; and a continuing and effective extermination program is instituted where their presence is detected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workers do not eat or drink in any areas where hazardous substances are present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Combustible scrap, debris, and waste are stored properly and promptly removed from the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Covered metal waste cans are used for rags soaked in oil, flammable/combustible liquid, paint, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vacuuming and non-vigorous sweeping are used in place of blowing down with compressed air.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
When it is necessary to blow down in place of vacuuming and sweeping, compressed air pressure is limited to 30 psi, and dust clouds are kept to a minimum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

General Work Environment and Housekeeping	Yes	No	N/A	Comments
General dilution or local exhaust ventilation systems are used to control dusts, vapors, gases, fumes, smoke, solvents, or mists generated in the workplace, where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clear space is maintained in front of electrical panels; minimum 3 feet in front, and at least the width of the panel, but not less than 2 ½ feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate precautions are taken to maintain exits, and protect workers during construction, renovation, and repair operations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Injury and illness records (OSHA 300, 300A and 301) are posted at the workplace and kept for at least 5 years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FROM [OSHA'S SMALL BUSINESS SAFETY AND HEALTH HANDBOOK](#)

For more Westfield risk control resources, visit [Risk Control | Westfield Insurance](#)

This information is intended as a guide to be used in conjunction with other loss control resources, measures, and procedures that you deem appropriate for your business. Use of this information is voluntary and entirely at your discretion. It is not legal advice and does not amend the terms, conditions, or coverage of your insurance policy. This information has been obtained from resources believed to be reliable, but Westfield cannot guarantee its effectiveness or accuracy and does not assume liability for the information, or any suggestions presented. As the owner of your business, you are best positioned to determine what steps you should take to help mitigate the risk of loss at your company. Please consult your legal counsel to help ensure that the steps you take comply with applicable local, state, and federal law.