

Duplin County Safety Survey

To be completed monthly and submitted to [Matt Barwick](#)

Name: _____ Department: _____ Month: _____ Year: _____

- FIRE PROTECTION
 - Fire Extinguishers:
 1. Are fire extinguishers available, mounted correctly and charged?
 2. Are fire extinguishers visual inspected on a monthly?
 - Fire Alarm Systems:
 1. If there is a fire alarm system for the building, is it fully operational (All systems Online and OK on panel) ?
 2. Is the fire alarm system tested annually?
 - Sprinkler Systems
 1. Are records of inspections of sprinkler systems maintained?
 2. Is there 18 inches of clearance below sprinkler heads?
 3. Are there any obvious leaks from any piping?
 - Flammable and Combustible Materials
 1. Are flammable liquids stored in a protected area?
 2. Is ventilation provided for storage rooms?
 3. Are approved containers and labels used for flammable liquids?
 - Tobacco Products and Vaping:
 1. Is the "Tobacco Products" policy enforced?
 2. Is there proper "no tobacco products, vaping" signage?
 - Other Concerns for fire protection
 1. Are doors to equipment rooms kept closed and locked?
 2. Are equipment rooms clean and free of excess storage?
 3. Are electrical panels kept closed and 36 inch clearance around panels maintained?
 4. Are circuit breakers clearly marked?
 5. Are there any temporary extension cords (not power strips) in use?
 6. Are electrical cords in good condition (plugs not bent, not exposed or frayed wires knots tied in cords)?
- SAFETY
 - Stairs and Stairways
 1. Are stair rails on all stairs having 4 or more risers?
 2. Are railings stable and properly arranged?
 3. Are stairways clean and free of obstructions?
 4. Are steps clearly defined and illuminated?
 5. Is there a First Aid Kit in the building that is properly stocked?
 - Means of Egress:
 1. Are emergency exits clearly marked?
 2. Are means of egress kept clear?
 3. Is emergency lighting provided and tested monthly with written documentation?
 4. Is there an emergency evacuation plan for the building?
 5. Is the evacuation plan clearly posted in all prominent places?
 6. All employees instructed on your department's Emergency Evacuation Plan?

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7. Has there been a fire drill conducted in your building within the last 12 months?
 8. Can the fire alarm be heard throughout the building?
 9. Are all areas kept free of trip hazards?
 10. Doors not intended for public use secured?
 11. All doors available for exit in the case of an emergency?
 12. Are emergency telephone numbers posted by all employee's telephones? (Fire, Police, EMS etc.)
 13. Any spills or leaks that could cause a slip, trip or fall hazard?
- General Conditions – Inside of Building
 1. Is housekeeping satisfactory?
 2. Ground Fault Circuit Interrupters provided where needed?
 3. Is illumination adequate?
 4. Are restrooms clean?
 5. ADA compliance on accessibility?
 6. Is building security adequate?
 7. Are all electrical, telephone, and computer cords under desks secured so that they do not become trip hazards?
 8. Unauthorized space heaters, humidifiers and other personal owned appliances are not permitted. Is this being followed?
 9. Are Material Safety Data Sheets (MSDS) for chemicals used or stored in your department available for employees to review and for inspectors to view upon request?
 - General Conditions – Outside of Building
 1. Sidewalks kept clear and in good condition?
 2. Pedestrian crosswalks identified?
 3. Parking lots in good condition?
 4. Trees and shrubbery maintained to allow roadway visibility?
 5. Is the parking lot and exterior of the building well illuminated?
 6. ADA compliance on building accessibility?
 7. Is security adequate?