



Lewiston Farm Store Monthly Inspection Checklist

Inspection Month: _____

Inspected by: _____

S=Satisfactory U=Unsatisfactory (Note deficiencies to area leadership) NA=Not Applicable

INSPECTION CATEGORIES	Comments/Explanation
EMERGENCY EQUIPMENT & FIRE EXTINGUISHER CHECKS	
Facility fire extinguishers are tagged, charged & mounted in their assigned, labeled locations	
Vehicle fire extinguishers are tagged, charged & mounted in accessible locations	
Access to fire extinguishers is unobstructed	
Fire extinguishers are inspected monthly (inspection tags are initialed)	
Fire sprinkler systems are inspected/tested annually by qualified service contractor	
Sealed personal eyewashes are replaced upon the manufacturer's expiration date	
First Aid Kits in facilities are checked, adequately stocked & have emergency phone lists	
First Aid Kits in vehicles are checked, adequately stocked & have emergency phone lists	
EMERGENCY EXITS, ALARMS & COMMUNICATIONS	
Emergency exits are clearly identified and unobstructed	
Emergency lighting is tested monthly	
Emergency phone numbers posted by telephones	
HOUSEKEEPING REVIEW, SANITATION & SMOKING	
All combustible & flammable materials; wastes, rags, etc are stored in fire-safe devices	
Employee eating areas clean	
Are spill kits readily available and contain appropriate response materials	
All spills are cleaned up promptly	
Scrap materials are stored safely to prevent trips, fire & pest hazards	
No evidence of rodents; preventive actions in place	
"No Smoking" signs are in place	
WALKING SURFACES	
Aisles are kept clear of cords, pipes, hoses, etc that could cause trips	
Stairs are maintained, non-slip and free of stored materials	
Surfaces are free of holes, projections, depressions that could cause trips	
STORAGE & HANDLING OF MATERIALS	
Materials stored overhead are secured from falling	
Forklifts have safe clearances moving loads through aisles, doorways	
Hand trucks, pallet jacks and other material handling equipment is properly maintained	
POWERED INDUSTRIAL TRUCKS	
Daily inspections are done on Lift Trucks	
Forklift operators wearing operator restraint devices	
Maintenance records are kept on mobile equipment	
LADDERS	
All ladders are in good condition	
Ladders are stored properly when not in use (hanging up and/or secured and out of the way)	
All ladders used in accordance with manufacture specification and capacities not exceeded	
Fixed ladders properly secure, guarded and extend 3' above roof or landing	
CHEMICALS	
All chemical boxes, bottles, bags, tanks, etc. are properly labeled with hazard warnings	
The MSDS are in their designated locations and employees know where they are	
Roundup Repackaging procedures are posted and being adhered to	



Monthly Worksite Inspection Checklist

	PERSONAL PROTECTIVE EQUIPMENT
	Ear plugs and/or muffs are available for employee use in noisy areas
	Gloves, aprons, or shields are available when there is a danger of cuts or chemical contact
	MACHINERY & GUARDING
	Clearances are sufficient around machinery for safe operations, service & material handling
	All moving machine parts (belts, pulleys, gears, cutters, shafts, etc.) are properly guarded
	Bench grinder's work rest is adjusted to 1/8" of the wheel and the tongue to 1/4"
	Inspections for motors, bearings and procedures in place to replace worn/damaged items
	Maintenance records are kept on required equipment
	HAND TOOLS & EQUIPMENT
	All handles on striking equipment (hammers, mauls, axes, etc) are in good condition
	Hand tools which develop mushroom heads (punches, chisels, etc) are safe from chipping off
	Worn out and/or bent wrenches are discarded
	All jacks are checked for leakage, cracks, etc and are in good operating condition before use
	ELECTRICAL
	Electrical panels unobstructed (36" clear area) and properly labeled
	All powered hand tools are properly grounded (3-wire cord) or marked double insulated
	All extension cords have ground pins in place and are free of splices, damaged insulation, etc
	All live electrical parts on tools, equipment, building wiring & electrical panels are enclosed
	Work areas and exit paths properly illuminated
	DISPENSING OPERATIONS & EQUIPMENT
	Petroleum pump hoses and fittings not leaking (bulk and station facilities)
	Propane dispenser hoses, tank and pump fittings not damaged or leaking
	Proper signage is in place and legible
	Area containment is provided in the event of an uncontrolled release
	All grounding and bonding is used during fuel transfer
	Operators wear appropriate levels of PPE for hazards
	SPILL PREVENTION CONTROL & COUNTERMEASURE PLAN (SPCC)
	Plan is current and has been certified by Engineer
	Training in the SPCC requirements is current and documented
	Spill notification and response equipment is available
	Employees are aware of SPCC protocol