Name of Inspector:	**Date of Inspection:**
Name of Unit Safety Representative (USR):	**Unit:**

A	Program Evaluation	Sat	Unsat
1.	**Policy Letters and Unit Safety Representative (USR)**		
1.1	Superintendent Safety Policy Letter		
1.2	Commander Safety Policy Letter		
1.3	USR Letter of Appointment		
1.4	Letter of Completion of USR training (within 30 days of appt)		
1.5	Names of other safety monitors in the organization		
2.	**Inspections**		
2.1	Completed copies of the USAFA Form 35 "Joint Survey Team Report" for the past three years		
2.2	USAFA Form 35s are completed with the unit's response		
2.3	Supervisors conduct monthly spot inspections		
2.4	An inspection checklist is developed		
2.5	Spot inspections are documented		
2.6	Spot inspections are maintained for a minimum of one year		
2.7	Corrective actions are implemented and documented (if applicable)		
3.	**Mishap Reporting**		
3.1	A written mishap reporting procedure is developed		
3.2	Unit personnel are briefed on the procedure		
3.3	USAFA Form 49 "Mishap Worksheet" are maintained for a minimum of one year		
3.4	USAFA Form 49 are submitted to the safety office in a timely manner		
3.5	USAFA Form 49 are adequately completed with necessary information		
3.6	Trend analysis is developed to assess unit's mishap rates		
3.7	Commander is briefed on the results of the trend analysis		
4.	**Hazard Reporting**		
4.1	A written unit hazard reporting procedure is developed		
4.2	Unit personnel are briefed on the procedure		
4.3	Personnel are familiar with the purpose of the AF Form 457 "Hazard Report"		
4.4	Blank copies of the AF Form 457 are posted on the safety bulletin board		
4.5	Instruction on how to fill the AF Form 457 is posted on safety board		
5.	**Safety Meeting and Information Dissemination**		
5.1	Unit level safety meetings or briefings are conducted periodically		
5.2	Safety information are disseminated throughout the unit		
5.3	Unit level safety monitor meetings are conducted periodically		
5.4	Safety briefings are included in commanders call and/or commander level meetings		
5.5	Safety representative attends HQ level USR meetings		
6.	**AF Form 55 and the AFOSH Training Outline**		
6.1	The latest version of the AF Form 55 is being utilized		
6.2	AF Form 55s are maintained by the supervisor		
6.3	AF Form 55s are signed by the supervisor and employee		
6.4	AF Form 55 are completed		
6.5	Training are documented		
6.6	A unit specific AFOSH training outline is developed		
6.7	All 24 mandatory items are included in training outline		

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7.	**Safety Training**		
7.1	A safety training plan is developed for the unit		
7.2	Supervisors are providing required safety training IAW the training plan		
7.3	Training sources are identified and utilized		
7.4	Training are documented in AF Form 55		
8.	**Traffic Safety Program**		
8.1	Command emphasis		
8.2	Enforcement and disciplinary		
8.3	Education and awareness		
8.4	The name of the unit's motorcycle POC is submitted to the academy safety office (not required if wing level POC have been identified)		
8.5	A list of motorcycle operators (active military) are maintained		
8.6	The unit enforces motorcycle safety training requirements		
9.	**Safety Publications**		
9.1	Safety AFIs are *readily accessible* (hardcopy or electronic)		
9.2	The following are readily accessible: AFPD 91-2, AFI 91-202, AFI 91-204, AFI 91-207, AFI 91-301 and AFI 91-302.		
9.3	A list of applicable Air Force Occupational Safety Health Standards (AFOSHSTD) is maintained		
9.4	All applicable AFOSHSTDs are readily accessible		
9.5	Unit safety operating instructions (O.I.) are developed		
9.6	Safety-related O.I.s are coordinated through the safety office		
10.	**Safety Bulletin Board (The following must be maintained and posted)**		
10.1	Superintendent Safety Policy Letter		
10.2	Commander Safety Policy Letter		
10.3	AF VA 91-307, Air Force Safety & Health Program		
10.4	USAFA VA 91-1, Mishap Reporting		
10.5	Blank copies of the AF Form 457 (no less than five copies)		
10.6	Instruction copy on "How to fill out the AF Form 457"		
10.7	Seasonal Safety Topics and other pertinent topics		
10.8	CA-10		
11.	**Supervisor Safety Training (SST)**		
11.1	A list of all supervisors is developed		
11.2	Supervisors identified on the list have completed or are scheduled to attend SST		
11.3	Training is documented on the AF Form 55		
12.	**Facility Management**		
12.1	Workplace Identifier (A list of buildings unit personnel are working in)		
12.2	The Academy safety office is notified of all construction projects planned in the unit		
12.3	The academy safety office is notified to perform a pre-acceptance walkthrough for all completed construction projects within the unit		
12.4	New equipment purchase are coordinated through the academy safety office		
12.5	All safety-related AF Form 332 are coordinated through the academy safety office		
13.	**Powered Industrial Trucks (Forklift) Training Program**		
13.1	Do unit personnel operate powered industrial trucks (forklift)? **Yes / No** (If **No**, skip this section)		
13.2	A list of forklift training instructors is maintained		
13.3	An operator training program is developed		
13.4	A training outline for each piece of equipment is developed		
13.5	Training outline consists of the following:		

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13.6	- Characteristics of the forklift the individual will be operating		
13.7	- The operating environment		
13.8	- The requirements of the OSHA and AFOSH standards		
13.9	An annual operator performance evaluation is conducted		
13.10	Refresher training is conducted, when needed		
13.11	Operators are certified upon successfully completing the training and evaluation		
13.12	Training is documented on the AF Form 55		
13.13	Operators inspects forklifts prior to use		
13.14	Forklifts are in good operating condition		
13.15	An AF Form 1810 is utilize to conduct monthly inspection		
14.	**Hazard Communication (HAZCOM)**		
14.1	Do personnel handle hazardous materials in their job? **Yes / No** If **No**, skip this section		
14.2	A HAZCOM book is developed		
14.3	The following tabs are in the book:		
14.4	- USAFA Instruction 48-101		
14.5	- AFOSH Standard 161-21		
14.6	- Certificate of completion for supervisor		
14.7	- Current hazardous material inventory		
14.8	- List of non-routine tasks		
14.9	- HAZCOM training roster		
14.10	- MSDS or reference the location of where MSDSs are maintained		
14.11	Training is documented on the AF Form 55		
14.12	Random inspection of HM and its respective MSDS (see B7.2)		
15.	**Confined Space Program**		
15.1	Do unit personnel work in confined spaces? **Yes / No** If **No**, skip this section		
15.2	A confined space book is developed		
16.3	AFOSH standard 91-25 is maintained		
15.4	A unit confined space instruction is developed		
15.5	A list of confined spaces is maintained		
15.6	Confined space training program is developed		
15.7	Workers are trained in confined space		
15.8	Training is documented on the AF Form 55		
15.9	Completed AF Form 1024 are maintained at a minimum of one year		
15.10	AF Form 1024 (non MEP) are signed by CEF, BE and SE		
15.11	Air monitoring equipment are calibrated, if applicable		
15.12	Workers are trained to operate air monitoring equipment, if applicable		
15.13	A retrieval system is available (tripod, harness, retrieval line)		
15.14	A Master Entry Plan (MEP) is developed		
15.15	MEP is approved by unit commander, CEF, BE and SE		
15.16	MEP is approved annually		
16.	**Hazardous Energy Control (Lockout Tagout)**		
16.1	Are personnel authorized to repair, perform maintenance or make adjustments to fixed equipment or its components that have the capability to store hazardous energy? **Yes / No** If **No**, skip this section		
16.2	A Lockout Tagout (LOTO) book is developed		
16.3	AFOSH standard 91-45 is maintained		
16.4	A unit LOTO instruction is developed		
16.5	LOTO training plan is developed		

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16.6	Workers are trained in LOTO		
16.7	Annual training is conducted		
16.8	Training is documented on the AF Form 55		
16.9	A list of equipment requiring LOTO is developed		
16.10	Written LOTO procedures are developed for each equipment		
16.11	Supervisor conducts annual self-inspection of the unit's LOTO		
16.12	An adequate supply of locks and tags are available for use		

B	Facility Inspection	Sat	Unsat
1.	**Housekeeping**		
1.1	Aisles are free of clutter and excess storage		
1.2	Break room. The following must be checked:		
1.3	- Refrigerator is clean		
1.4	- Non food/drink items are not stored in refrigerator intended for food/drink use only		
1.5	- Microwave oven is clean		
1.6	- Knives are put in sheaves and stored in a safe location		
1.7	- Dirty dishes are not left unattended		
1.8	- Trash containers are emptied and lined with a plastic bag		
1.9	- Excess storage is prohibited		
1.10	Storage rooms are not cluttered		
1.11	Floors are kept dry and clean		
1.12	Sufficient space is maintained in storage room		
1.13	Floors and walking surfaces are kept free from tripping hazards		
2.	**Electrical Safety**		
2.1	Extension cords are not being used		
2.2	Electrical cords are not frayed or damaged		
2.3	Wall outlets are not damaged or missing its faceplate		
2.4	Electrical cords or cables do not run across any pathway		
2.5	Electrical boxes are not blocked		
2.6	Power strips are equipped with surge suppressor		
2.7	Electrical boxes are effectively closed (no missing knockout caps, breaker)		
2.8	Outlets located in damp or wet locations are protected by GFCI		
2.9	GFCI outlets are working properly		
2.10	Each circuit breaker box is provided with an index identifying the circuits it supports		
2.11	Power cords for kitchen appliances are periodically inspected for wear and damage		
2.12	The grounding probe of any three-wire flexible cord plug is not missing		
2.13	Electrical outlets and cover plates are free of cracks and secured in place		
3.	**Compressed Gas Cylinders**		
3.1	All cylinders are secured with a non-combustible strap or chain		
3.2	Protective valve caps are replaced when cylinders are not in use		
3.3	Regulators are removed when cylinders are not in use		
3.4	Oxygen cylinders are separated from all flammable gas cylinders at a distance of no less than 20 feet when not in use		
3.5	"Compressed Gas Cylinders" and a "No Smoking" sign are posted outside all compressed gas storage area		
3.6	Empty and Full cylinders are segregated from each other		
3.7	Good housekeeping is maintained in and around the storage area		
4.	**Fire Protection and Life Safety**		
4.1	A Fire Evacuation Plan is developed and posted in a conspicuous location		
4.2	Emergency phone numbers are listed and posted in a conspicuous location		
4.3	The following applies to fire extinguishers (FE):		
4.4	- FE are inspected monthly		
4.5	- Monthly inspection record/tag is attached to the FE		
4.6	- FE are mounted		
4.7	- FE are not obstructed or blocked from being accessible or visible		

B	Facility Inspection	Sat	Unsat
4.8	- Pressure gage reading or indicator is in the operable range or position		
4.9	- An FE sign is posted above the FE		
4.10	- Safety seals are not damaged or missing		
4.11	- Designated personnel are trained in the operation of FE		
4.12	Combustible items are not stored underneath stairwells		
4.13	Items are not stored within 18 inches of sprinkler heads		
4.14	UL-listed space heaters are equipped with automatic shut-off devices that will shut off the heater if it tips over		
4.15	Space heaters are plugged directly into wall outlet		
4.16	Space heaters are unplugged at the end of each work shift		
4.17	Exit signs are illuminated both on "normal" and "backup" mode		
4.18	Emergency lights are operational		
4.19	Emergency lights are unobstructed		
4.20	Means of egress are unobstructed		
4.21	Doors that are blocked displays a "Door Blocked" sign		
4.22	Hose cabinets contains only fire protection equipment		
5.	**Emergency Eyewash and Shower Stations**		
5.1	Eyewash and showers are activated monthly to ensure it is operational		
5.2	A semi-annual inspection is conducted on its components		
5.3	Inspections and activations are documented		
5.4	Appropriate signs are posted above each stations		
5.5	Stations are not obstructed		
5.6	Protective valve caps are secured on the eyewash station		
5.7	Located so the water spray does not make contact with energized electrical equipment		
6.	**Office Safety**		
6.1	Sufficient working space is maintained in all cubical		
6.2	Electrical cords, computer cords and other miscellaneous cords are neatly arranged under the desk		
6.3	Electrical cords, computer cords and other miscellaneous cords do not pose a tripping hazard to personnel		
6.4	Heavy objects are not stored on top of file cabinets or bookshelves		
6.5	Overhead fluorescent lights have shields in place		
6.6	Excess materials are not stored under the desk		
6.7	Table glass tops are not chipped or cracked		
6.8	Blade of the paper cutter is in the closed and locked position when not in use		
6.9	Hazardous materials are not stored in office environment		
6.10	File drawers are not left open unattended		
6.11	All ceiling tiles are in place		
6.12	Exposed blades or other cutting edge are not stored in drawers		
6.13	Damaged office furniture are tagged and removed from use		
6.14	Office fans are guarded, front and back, to prevent contact with blades		
6.15	Elevator cars stops level with the floor when doors are open		
6.16	Large or heavy items are not stored on top of elevated surfaces		
7.	**Hazardous Materials (HM) and Chemicals**		
7.1	An inventory list of HM is maintained		
7.2	A copy of each HM's Material Safety Data Sheet (MSDS) is maintained		
7.3	HM are stored in approved cabinets		
7.4	Incompatible materials are not stored together		
7.5	HM are effectively closed when in storage (caps/covers are replaced)		

B	Facility Inspection	Sat	Unsat
7.6	Each HM will have a label identifying it		
7.7	A spill kit is readily accessible		
7.8	Flammable storage cabinets are conspicuously labeled "Flammable - Keep Fire Away"		
7.9	Leaking containers are immediately removed from storage		
7.10	Fuel is drained from small gasoline powered equipment prior to extended off-season storage		
7.11	All spills are cleaned		
7.12	Eyewash or emergency shower facility available, if corrosive materials are handled by individuals		
7.13	Gasoline are stored ONLY in approved safety cans		
8.	**Walking and Working Surfaces**		
8.1	Parking lot is free of holes and other pedestrian tripping hazards		
8.2	Hallways and aisles are free of tripping and slipping hazards		
8.3	Walkways are free off snow and ice accumulation		
8.4	All aisles, passageways and work areas are adequately lighted		
8.5	Stairs and ramps are adequately lighted		
8.6	Stairs and ramps are kept clean, free of obstructions or slippery substances		
8.7	Portable ladders are in good working condition		
8.8	Portable metal ladders are marked, "Danger-Do Not Use Around Electrical Equipment."		
8.9	A "Wet Floor" sign is posted whenever floor cleaning is in progress		
8.10	Drains are provided when floor are subject to water		
9.	**Hand and Portable Power Tools**		
9.1	Tools are stored in racks or shelves when not in use		
9.2	Hand tools are maintained in good condition		
9.3	Tools are inspected for defects and defective tools are removed from service		
10.	**Personal Protective Equipment (PPE)**		
10.1	Supervisor conducted and documented a Job Safety Analysis (JSA)		
10.2	PPE are maintained in a sanitary serviceable condition		
10.3	Proper PPE are provided to the workplace, when required		
11.	**Industrial Shop Equipment (woodworking, metal working, grinding, etc)**		
11.1	A list of qualified operators for each equipment is maintained		
11.2	Fixed equipment are anchored to the floor to prevent moving		
11.3	Sufficient space is provided around the equipment to permit the handling of materials with the least amount of interference		
11.4	Equipment positioning allow for easy maintenance, cleaning and removal of scrap materials		
11.5	Workspace clear zones are established and marked with yellow-and-black hashed-marked lines, 2-3 inches wide		
11.6	18 inches is provided for passageways through or between obstructions		
11.7	Floor are kept clean		