

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL
APPENDIX N
(Policy 803)

WORK SITE SAFETY INSPECTION

Location_____

Date_____

Inspected_____

Items to watch for:

Aisles, work surfaces, book shelves, desks, filing cabinets
Atmospheric condition, ventilation
Building and structure, windows, floors, doors, stairs
Bulletin boards
Containers
Electrical wiring, cords
Exits, emergency lighting, drills
Fire protection equipment, fire alarm (Does librarian know how to use the fire extinguisher?)
First aide, contents of kit, training
Flammable liquid gas, labels, storage containers
Hand and power tools
Heating and cooling
Housekeeping
Job procedures
Ladders, scaffolds
Lighting
Kitchen area
Maintenance
Proper lifting
Safe work practices
Safety training
Sanitation
Smoking
Storage facilities, areas
Toxic material storage, labels
Warning signs, labels
Fire escape route plans
Bathrooms

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Date Approved: November 14, 2012

Date to Review: March 18, 2023