

## Building Self-Inspection Program

**Lines of Business:** Property, General Liability, Worker's Compensation, Public Official Liability

**Risk Control Strategy/Key Issues:** Reduce physical exposures to loss with a documented self-inspection program

### Suggested Program Elements:

1. Program statement:

- Issue a statement from management that supports the self-inspection process as a tool to mitigate loss potential
- Identify primary and site specific administrator/management representatives who will be responsible for program implementation
  - ✓ Assign accountability and responsibility for inspections
  - ✓ All operations and departments
  - ✓ All employees
  - ✓ Specific inspection personnel
- Establish frequency of inspections and identify documentation method

2. Establish inspections protocols:

- Determine whether the inspections will be conducted by a safety coordinator, safety committee, facilities personnel, building management representative, or a combination
- Identify documentation method
- Establish follow-up procedures
  - ✓ Life-threatening or serious conditions warrant immediate response
  - ✓ Work orders should be generated for deficiencies
  - ✓ Develop a priority listing on work orders to address immediate needs, normal needs, and long-term budgeting needs
  - ✓ Work orders should be signed off at completion and records should be maintained

3. Report format:

- Identify:
  - ✓ Location of building, department, date, name(s) of inspection personnel
  - ✓ Use OSHA or other industry-approved guidelines
  - ✓ Note location and condition observed, with space for notes to address deficiencies
  - ✓ Provide additional space for items not covered on the checklist
- Items to include on the checklist:
  - ✓ Perimeter and grounds including sidewalks, parking, playgrounds, and vegetation
  - ✓ Entries, hallways, flooring, and doors
  - ✓ Roof
  - ✓ Electrical rooms and janitor closets
  - ✓ Absence of extension cords, portable heaters, and candles
  - ✓ Restrooms and plumbing

- ✓ HVAC system
  - ✓ Fire extinguishers, alarm, and sprinkler systems
  - ✓ Exit signs and emergency lighting
  - ✓ Kitchen and fire suppression system
  - ✓ Chemical storage and safety equipment
  - ✓ Housekeeping
  - ✓ Other exposures should be included as dictated by the occupancy, such as laboratories, shops, boilers, flammables, etc. Separate checklist may be appropriate for more complex operations. See our website for more.
- Report back to employee on all condition submissions

**Calendar of Events:**

- Monthly facility inspections
- Quarterly review of report compliance
- Quarterly work order completion audit
- Comprehensive annual program review

**Web Site Links:**

- Occupational Safety & Health Administration  
<http://www.osha.gov>

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## **SAMPLE SELF INSPECTION CHECKLIST GENERAL BUILDING AND GROUNDS SAFETY CHECKLIST**

Entity

Address/Building Number

Conducted By

Evaluation Date

*Denote 'yes' or 'no'. If 'no', recommendations should be made on the comment line. Use the reverse side of the form if more space is needed. Be sure to identify the entry by the number that corresponds to the question.*

**Note:** This inspection checklist does not address building fire prevention.

### **Emergency Management Controls:**

1. Is there an emergency or crisis management plan for each building?

Yes/No Recommendation

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2. Is there a chain of command and communication structure in place?

Yes/No Recommendation

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3. Do employees know emergency procedures in the event of fire or other crisis, including notification of fire department or other authorities?

Yes/No Recommendation

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4. Have occupants been instructed and drilled in emergency procedures, including evacuation?

Yes/No Recommendation

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5. Are procedures in place to ensure accounting for all personnel who are evacuated from a building in the event of an emergency?

Yes/No Recommendation

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6. Are smoke / fire / heat detectors present, and if so are they receiving regular service and maintenance by a licensed service provider?

Yes/No Recommendation

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7. Are fire alarms, switches, wires, etc., in good repair, and is regular system tests conducted?

Yes/No Recommendation

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8. Are intrusion alarms present, and are they monitored by a law enforcement agency or central station monitoring firm?

Yes/No Recommendation

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9. Are fire and/or intrusion alarm systems regularly tested?

Yes/No Recommendation

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10. Are illuminated exit lights provided to mark exits in accordance with the NFPA Life Safety Code (National Fire Protection Association)?

Yes/No Recommendation

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11. Do exit lights have a back-up power source (i.e. battery) that will keep the lights illuminated in the event of a power outage?

Yes/No Recommendation

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12. Is the building equipped with emergency lighting that will light exit pathways and stairwells in the event of a power outage as required by NFPA Life Safety Code?

Yes/No Recommendation

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13. Are regular tests conducted of emergency exit lights and emergency lighting to ensure they remain in proper working condition?

Yes/No Recommendation

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14. Have employees and occupants been instructed on location and proper use of extinguishers?

Yes/No Recommendation

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15. Fire extinguishers are of an approved type, properly located and prominently marked?

Yes/No Recommendation

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16. Fire extinguishers are being serviced and maintained in accordance with specifications?

Yes/No Recommendation

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**Storage of Materials**

17. Is bulk storage of dangerous materials provided outside of main building?

Yes/No Recommendation

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18. Are 'No Smoking' signs prominently and properly posted in specific areas -- especially in areas containing combustibles and flammables?

Yes/No Recommendation

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19. Are lockers (if applicable) are inspected regularly for cleanliness and fire hazards?

Yes/No Recommendation

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20. Is material kept in storage rooms and closets in orderly condition and free of fire hazard?

Yes/No Recommendation

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21. Are emergency information cards posted in appropriate locations and are kept up to date?

Yes/No Recommendation

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**Building Contents and Condition**

22. Are all electrical receptacles located within six feet of sinks or other grounding sources equipped with GFCIs (Ground Fault Circuit Protectors)?

Yes/No Recommendation

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23. Are GFCIs tested on a regular basis?

Yes/No Recommendation

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24. Are ventilation systems regularly checked for their performance, and are filters cleaned at least monthly?

Yes/No Recommendation

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25. Stairways in good condition and standard railing provided for every flight having four or more risers?

Yes/No Recommendation

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26. Toilet and washing facilities clean and sanitary?

Yes/No Recommendation

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27. Utility/meter box doors closed, with no locks broken or damaged?

Yes/No Recommendation

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28. Windows and doors are free of sharp edges or splinters, with no broken window panes present?

Yes/No Recommendation

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29. Is the use of extension cords discouraged?

Yes/No Recommendation

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30. Are extension cords in use so as not to create a tripping hazard?

Yes/No Recommendation

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31. Extension cords are in good repair?

Yes/No Recommendation

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32. Lights free of loose wires, jagged glass, etc.?

Yes/No Recommendation

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33. Light fixtures are kept free of any dangling materials.

Yes/No Recommendation

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34. Ceiling tiles are in place and in good condition?

Yes/No Recommendation

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35. Corridors, hallways and aisles are clear and unobstructed?

Yes/No Recommendation

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36. Construction material stored away from building and in a fenced or restricted area?

Yes/No Recommendation

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37. Garbage and debris properly disposed of (away from building in suitable container)?

Yes/No Recommendation

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38. Common areas are inspected regularly for cleanliness, tripping hazards, or obstructions?

Yes/No Recommendation

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39. Holiday decoration guidelines in place?

Yes/No Recommendation

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40. Combustible decorations cover no more than 20% of the area of the four walls?

Yes/No Recommendation

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41. No decorations hanging from light fixtures?

Yes/No Recommendation

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42. Grounds, blacktop, stairways, and sidewalks free of undermining, holes, cracks or other defects?

Yes/No Recommendation

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43. General areas are free of debris, broken glass and other hazardous materials?

Yes/No Recommendation

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44. The flow of dirt or water on the sidewalk minimized?

Yes/No Recommendation

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45. Are sidewalks shoulders free of drop-offs, ruts, or debris?

Yes/No Recommendation

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46. Lawn sprinklers are installed flush with the ground?

Yes/No Recommendation

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47. Safe chemical handling procedures are posted?

Yes/No Recommendation

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48. Are Material Safety Data Sheets available on site on all toxic/hazardous chemicals?

Yes/No Recommendation

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49. Personal protective equipment is available for the handling of all toxic/hazardous chemicals?

Yes/No Recommendation

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50. Parking logs, poles with chains or wires painted to be easily recognizable?

Yes/No Recommendation

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51. Playground equipment is periodically inspected and kept free of broken, loose or sharp edges (Use Playground Checklist)?

Yes/No Recommendation

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52. Shrubs and trees are periodically trimmed to keep branches off the walkways and areas of play or pedestrian use?

Yes/No Recommendation

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53. Are trees inspected regularly and pruned to assure that branches do not overhang roofs, and so branches don't fall and damage vehicles or injure pedestrians?

Yes/No Recommendation

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54. Is exterior lighting present over entrances, walkways, and parking lot areas considered adequate; any broken or burned out lights?

Yes/No Recommendation

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55. Is adequate lighting provided in all pedestrian areas?

Yes/No Recommendation

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56. Are fence posts, gates and fencing kept in good repair; are they free from loose or falling pieces that could cause an accident?

Yes/No Recommendation

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57. Are parking spaces and curbs marked and is the pavement in good condition?

Yes/No Recommendation

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58. Traffic patterns are clearly indicated?

Yes/No Recommendation

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