

WEEKLY HEALTH AND SAFETY INSPECTION
OKLAHOMA DEPARTMENT OF CORRECTIONS

Week of _____
 _____ (month/day/year)

Submit this report to _____
 _____ (Department Head)

Facility _____

Assignments have been made to correct deficiencies noted
 in this report _____
 _____ Date

Building(s)/Areas Inspected _____

Inspected by _____
 _____ (PRINT NAME LEGIBLE) _____ Date

Reviewed by: Safety Consultant/Designee _____
 _____ Date

This report must be submitted with the "Facility Head/Health Authority Review" form (DOC 130107D)

I. FIRE/SAFETY				
ITEM	Compliant	Not Applicable	Requires Corrective Action	Identify location and/or findings of deficiencies and/or if a work order was submitted. Include date of compliance / work completion date.
1.	Electrical outlets and equipment have coverplates.			
2.	There are sufficient receptacles to avoid overload.			
3.	Extension cords and plugs are not damaged.			
4.	Light fixture wiring or ballast compartments have coverplates.			
5.	Lamps of flourescent lighting fixtures in kitchen and dining areas are shielded.		—	
6.	Wiring is in conduit or wireway inclosure.			
7.	Exit signs and exitway lighting fixtures are continuously lit.			
8.	Battery powered lighting units have a test button and battery charger.			
9.	Supply, return, and exhaust air grilles are clean and not blocked.			
10.	Emergency evacuation plans are posted at designated locations.			
11.	Fire extinguishers are in designated locations as shown on the building's Emergency Evacuation Plan. Units are mounted on wall brackets or in cabinets. Access or visibility to extinguishers is not obstructed.			
12.	Fire extinguishers are fully charged. Pull pins and tamper seals are intact. There is no obvious damage or clogged nozzles.			
13.	All extinguishers have current inspection tags from a certified outside service company.			
14.	Moving components of mechanical equipment are shielded or protected from accidental contact.			
15.	Stored items are at least eighteen inches below fire sprinkler heads.			
16.	Combustible materials, including hobby craft items, are stored and protected in designated areas.			
17.	Flammable, toxic, and caustic materials are stored in designated and protected areas which are inaccessible to offenders.			
18.	Storage, issuance and use of flammable, toxic, and caustic materials is controlled and all containers are labeled for content.			
19.	Hazardous materials are disposed of in accordance with manufacturers' MSDS.			
20.	Special containers for rags used with flammable liquids are emptied and cleaned daily.			
21.	Kitchen hood filters and waste containers are cleaned frequently to avoid excessive grease build-up.		—	
22.	Trash is removed daily to a designated disposal area.		—	
23.	Fixed equipment is not allowed to accumulate dust.		—	
24.	Combustible furnishings are kept to a minimum. Bare wood is coated with fire retardant material.		—	

25.	Exitways and stairways are not blocked by furniture, stored items, or unused equipment.				
26.	Unlocked doors open freely.			---	
27.	Door closers operate properly.			---	
28.	Stair treads are in good condition and are adequately surfaced to prevent slipping. Riser heights are uniform.			---	
29.	There are no unprotected openings in floors. Repaired surfaces are flush with adjacent areas.				
30.	Walking surfaces are maintained to prevent slips, trips and/or falls. Wet floor warning signs are used as required.				
31.	Landings and stairways are enclosed or have rail barriers.				
32.	There is no obvious structural damage to indicate failure.			---	
33.	Keys are readily available for all locked doors. All personnel are trained to operate powered doors.				
34.	A first-aid kit is available within the building.			---	
35.	Unit does not exceed authorized capacity posted.				
36.	Hazardous material containers are inspected weekly for weak seals, leaks, fire hazards, losses and spoilage.			---	
37.	All fire alarms are in working order.			---	
38.	Generators are inspected weekly (date of last inspection).			---	Responsible staff only.
39.	Smoking material are prohibited. Non-combustible receptacles and separate containers for other combustible refuse materials are provided.			---	
40.	Eye wash stations (operable and free of debris)			---	
II. HEALTH AND SANITATION					
ITEM		Compliant	Not Applicable	Requires Corrective Action	Comments: Identify location and/or findings of deficiencies and/or if a work order was submitted. Include date of compliance of corrective action/work completion date.
A. General					
1.	The facility provides pest control.				
2.	Toilet and shower areas are clean. Shower walls are free from soap residue, mold, and mildew.				
3.	Drinking fountains are clean and operational.				
4.	General condition of the bed, mattress, desk, shelf, hooks, chairs, stool, etc., is good.				
5.	The floor drain is unplugged and has proper cover.				
6.	Food items are properly stored separate from hazardous materials in the warehouse and canteen area.				
7.	Janitor closets have proper locking devices. Faucets are equipped to prevent a cross-connection.				
8.	Temperatures are appropriate for Summer/Winter (In April and October of each year, actual temperatures must be taken and recorded). April _____ October _____				
B. General Building or Structure					
1.	No visible damage in the foundation.				
2.	No deterioration of wooden columns, beams or joists, and floors.				
3.	No leaking or deterioration of steam, condensate, sewer, water, gas lines and equipment.				
4.	No motion cracks in masonry (state cause if present).				
5.	No visible deterioration of metal work (doors, window frames, hardware, grilles, or railings).				
6.	No deterioration of walls or ceilings (concrete, masonry, tiles, drywall, paint, finishes or plaster).				
7.	No evidence of shower leakage into adjacent areas.				

8.	No broken fixtures in shower, lavatory, and toilet room.					
9.	No evidence of roof leakage (state cause).					
10.	No faulty or deterioration of roofing metal work (flashing, guttering, roof drains, gravel stops, etc.).					
C. Roads and Grounds						
1.	No broken surface on concrete or asphalt roads, parking areas, and walkways.					
2.	No need for installation of additional guard rails or traffic control signs.					
3.	No improper grading or drainage of roadbed or walkways.					
D. Perimeter Security System						
1.	Condition of the fence, gates and razor wire.					
2.	Condition of the electronic surveillance system.					
3.	Weed control between the fences.					
4.	Condition of the perimeter lighting.					

General comments and comments explaining reoccurring deficiencies: _____

Original: Safety Officer
 Copy: Department Head

DOC 130107A (R 6/14)