



Facility Risk Assessment Questionnaire

ServiceMaster anytime provides this safety information free of charge. These materials are provided as a service to our clients and 866 Recover enrollees and is for information purposes only. This information is not a substitute for a thorough analysis by one of your safety management specialists.

Business Name: _____	Address: _____
City: _____ State: _____	Zip: _____
Phone #1: _____ Back Up Phone #: _____	Key Contact: _____
Janitorial Service Provider: _____	Janitorial Contact Phone _____

Administrative

	YES	NO	Corrective Action/Date	Team Member Assigned
Written safety rules/safe job procedures in place				
OSHA log updated/safety posters displayed				
Management Safety Policy in place				
All planned safety activities preformed (meetings, inspections, training)				
Effective new employee safety orientation				

Exits, Walkways and Stairwells

	YES	NO	Corrective Action/Date	Team Member Assigned
All fire exits clearly marked				
Walkways maintained, aisles defined, uncluttered				
All exit doors in working order, free of any hindrance, debris or obstructions				
All fire doors open outward?				
The stairwell side of the exit door marked with LARGE bright floor numbers				
All fire escapes inspected and serviced at least quarterly				
Fire doors have panic hardware				
Unapproved doors clearly marked "NOT AN EXIT"				
Sufficient emergency lighting heads				
The emergency lighting system checked often				

Emergency Medical

	YES	NO	Corrective Action/Date	Team Member Assigned
Emergency contact information posted				
First aid responders available for each shift				
Blood borne pathogens exposure potential adequately addressed				
First aid supplies adequate and available				
Transportation available for injured workers/plan in place				

Trip/Slip and Fall Hazards

	YES	NO	Corrective Action/Date	Team Member Assigned
Portable ladders equipped with non-slip feet. Metal ladders marked - "Do Not Use Around Electrical Equipment"				
Stairways in good repair with handrails, treads and risers in proper proportion and non-slip				
Elevated areas have guardrails and toe boards				
Work areas, aisle ways, storage areas are orderly				
Illumination adequate for normal conditions, emergency lighting in place				
External walking, parking, break areas free of hazards, well maintained				
Warning signs posted for wet floors or spills				
Anti-slip mats and flooring used where appropriate				

Hand Tools

	YES	NO	Corrective Action/Date	Team Member Assigned
Power tools properly grounded/have safety power switch				
Defective tools are removed from service				
Proper guards are provided, tools electrically grounded or double insulated				
Preventive maintenance/inspection program in place				
Employees are trained in the safe use of hand tools				

Machinery

	YES	NO	Corrective Action/Date	Team Member Assigned
Lockout/tagout program in place, locks available, employees trained				
Hazardous areas painted bright colors				
Guards are provided for "point-of-operation" of machinery.				

Clothing and hair restrictions in place to prevent entanglement in machinery				
Power transmission guards are in place				
Noise exposures adequately addressed				
Warnings displayed in obvious locations				
Compressed air systems have pressure reduced to 30 PSI and are not used for cleaning clothing				
Air hoses provided with safety latch to prevent accidental disconnect				
Welding equipment in good condition				
Compressed gas cylinders are and secured to prevent falling				
Overhead hazards from equipment, conveyors, and process pipes, are guarded below 7 ft from floor				

Mechanical & Manual Materials Handling & Storage

YES NO

Corrective
Action/Date

Team Member
Assigned

Hoist chains, cables, and slings are inspected regularly and documented				
Storage piles are stable and secured from falling or collapse				
Load limits are posted for all floors above ground level				
Load limits are displayed on all hoists				
Manual handling aids available and used				
Weight limits set for manual lifting, carrying, pushing, pulling				
Workers trained in proper lifting techniques/ergonomics				

Chemicals

YES NO

Corrective
Action/Date

Team Member
Assigned

Hazardous materials containers labeled				
MSDS available				
Hazard Communication Training program in place				
Smoking and eating prohibited in work areas where chemicals are used				
Eyewash/emergency shower available and functional				

Personal Protective Equipment

YES NO

Corrective
Action/Date

Team Member
Assigned

PPE assessment performed – PPE requirements in place				
Employees trained in the use and maintenance of				

PPE – training documented				
Hard hat areas designated and enforced				
Hearing protecting utilized in required areas				
Face/eye protection in place where needed				
Safety foot protection required where appropriate				
Protective clothing, gloves, aprons, boots, face shields, and goggles are used when handling hazardous materials				
Approved respiratory protection equipment available and fit tested				

Fire Protection

	YES	NO	Corrective Action/Date	Team Member Assigned
Is there an automatic fire detection system? If Yes, What Type?				
Direct to Fire and Police				
Local - within the building				
Central System Monitor				
Automatic sprinklers or standpipes and hoses are inspected annually				
Fire detection system or smoke alarm system in the building				
Fire detection system serviced and inspected regularly				
Fire extinguishers inspected and recharged annually				
Approved safety containers are used for flammable liquids				
Bonding and grounding used with storage of flammable materials				
Combustible debris disposed of regularly				
No Smoking" areas designated				
Sprinkler system functional/inspected/documented				
Smoke/heat detectors functional and inspected				
Minimum 18" clearance below sprinkler heads				
Sprinkler valves locked open				

Electrical

	YES	NO	Corrective Action/Date	Team Member Assigned
Panel boards, switches and fuses enclosed in metal cabinets that securely close				
Circuits easily assessable & identifiable				
Are all fuses or breakers properly sized for equipment and lighting				

Recurring problems with fuses or circuit breakers that are continually tripped				
Ground fault interrupters utilized in potentially wet or damp areas				
Machinery and equipment are grounded				
Electrical panels clearly marked				
Permanent wiring in place – no extension cords				
Exposure of overhead electrical lines controlled				
Outlets, switches and boxes have covers				
Emergency stops and critical electrical controls are identified				
Appropriate electrical systems designed for hazardous locations have been installed in spray booths and flammable liquid storage rooms				

HVAC

	YES	NO	Corrective Action/Date	Team Member Assigned
HVAC system been inspected and serviced within the past year				
Is an outside service contractor				
Boiler's low water cutoff/water supply flushed out every month during the heating season				
Boiler room meet fire code requirements concerning non-combustible materials and proper fire-related doors and closers				
Boiler room properly ventilated				
No combustible materials are stored in the Boiler room				
Vents and chimney flutes inspected for clear passage annually				
Do you have a program for cleaning ductwork and diffusers				

Risk Assessment conducted by: _____
(Business staff)

Date: _____

It is recommended that you update or review this questionnaire periodically. When you have this document completed, please fax it to ServiceMaster AAA Restoration at 949-855-8612. We will retain your facility information in our Emergency Services Data base. This information is for internal use only and will never be sold or shared. Make a copy of this document and return to your Emergency Procedures Manual