Print Form

Safety Audit Form

Date: _____
Location: _____
Audit length (time): _____

Auditor(s): ID#:

_____ _____
_____ _____
_____ _____

Activity, location or process general information (i.e. occupancy estimate, primary work done in area, specific activities):

_____
_____
_____
_____

Notable practices, safe acts, or conditions:

PROCESS, EVENT, OR LOCATION	DESCRIPTION OF SAFE ACT OR CONDITION
Example 1: PAB Pressure Test	*All participants wearing proper PPE, Exhibit B Pressure testing procedure on hand and being followed.*
Example 2: DAB Machine area	*Safety glasses present at entrances, equipment stored properly, machines locked out to prevent inadvertent use, good housekeeping*

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Unsafe Acts, practices, or conditions noted (Potential Injury Severity: Severe, Moderate, or Minor):

	ACTIVITY, LOCATION, PROCESS	**DESCRIPTION OF UNSAFE ACT OR CONDITION**	**POTENTIAL INJURY SEVERITY**
1	*Example 1: BEG Connection*	*Handling wood with out gloves*	Minor
2	*Example 2: Machine Shop*	*Employee grinding without eye protection*	Severe
3	*Example 3: BEG Connection*	*Pipe leaning against wall in upright position, not stored properly*	Moderate
4			
5			
6			
7			
8			
9			
10			
11			
12			

Use the following table to provide details of any corrective actions that were taken for the above unsafe acts.

UNSAFE ACT #	**CORRECTIVE ACTION**

INSTRUCTIONS

This form is intended to be an inspection of an activity, location, or process. The audit process should be focused on one or two activities, one location or portion of a building, or one or two processes.

The findings should look at an activity, location, or process and be reported on the potential for an injury. When approaching someone who is working unsafely, observe first and then get the person's attention without startling them to prevent an injury. First comment on what the person is doing safely. Discuss with the employee the possible consequences of the unsafe act. Discuss a safer way to do the job.

The completed audit form should be sent to PD/ES&H at MS 355. PD/ES&H will review the findings, enter the findings in ESTRK (if necessary), and record the audit as complete.