

Bangor Airport Quarterly EH&S Self-Audit Form



At the beginning of each quarter (January 1, April 1, July 1 & October 1) Airport Division Managers will visually inspect their area for Environmental, Health and Safety hazards and record the observations on this form. For each observation that is answered “no”, he or she will list the observation and corrective action taken to address the hazard. Completed forms will be e-mailed to the Assistant Airport Director and Airport Safety and Environmental Specialist within 5 business days.

Employee’s Name: _____ Date: _____

Airport Division: _____

Observations	Yes	No	N/A
General Work Environment, Means of Egress and Exits			
1. Workplace kept clean, orderly and sanitary?			
2. Floors are free of clutter and aisles / hallways are kept unobstructed?			
3. Floor surfaces are kept dry and free of slip hazards?			
4. Egress pathways kept clear, free from obstructions?			
5. Exits are illuminated, clearly marked, unobstructed and unlocked from the inside?			
6. Exterior exit pathways kept unobstructed at all times (i.e. snow shoveled)?			
7. Stairways kept free of obstructions and not used for storage of items?			
8. Employees that work on elevated surfaces that are greater than 4’ above the lower level are protected by a guardrail or a fall protection system?			
Life Safety			
9. Eyewash stations are readily accessible and unobstructed?			
10. Eyewash stations are inspected and flushed weekly? Is this documented?			
11. Fire extinguishers are readily accessible and unobstructed?			
12. Fire extinguishers are visually inspected each month? Is this documented?			
13. Fire alarm pull stations are readily accessible and unobstructed?			
14. Fire doors able to close automatically when the fire alarm is activated?			
15. Items stored at least 18” from the sprinkler head?			
16. First aid kits are properly stocked with no expired materials?			
17. The AED is inspected each month? Is this documented?			
Electrical			
18. Electrical circuit breaker panels kept closed?			
19. Electrical circuit breakers are clearly labelled?			
20. Are electrical panels free from any openings where someone could come in contact with live electrical components?			
21. Is there 36” of clearance maintained for all electrical panels and disconnect switches?			
22. Electrical cords and plugs in good condition with proper grounding?			
23. Extension cords and power strips are not daisy-chained?			

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24. Extension cords are not used as permanent wiring?			
25. Electrical cords that are placed in an aisle or walkway protected from damage or from an employee tripping on the cord?			
26. Electrical outlets, light switches and conduit in good condition, free from any electrical hazards?			
27. GFCI outlets installed in locations that are within 6' of a water source or outdoors?			
28. Portable space heaters are UL listed and have at least 36" of clearance from any combustible materials (e.g. paper, curtains, boxes, etc...)?			
Chemical Safety			
29. Is there an updated chemical inventory for your Division?			
30. Safety Data Sheets are readily available for all chemicals listed on the inventory?			
31. Are all products and chemicals properly labelled?			
32. Are employees prohibited from eating or drinking in locations where chemicals are used or stored?			
33. Are chemicals stored in closed containers, properly segregated from incompatible chemicals and away from all drains?			
34. Flammable chemicals or products are stored in a flammables storage cabinet or an approved container and away from all heat sources?			
35. Compressed gas cylinders are stored in an upright position and properly secured from falling over or from being damaged?			
36. Spill clean-up materials are readily available for employees to clean-up an incidental spill?			
Personal Protective Equipment (PPE)			
37. Safety glasses, hearing protection and nitrile gloves are in stock and readily available for employee use?			
38. Are employees reminded to wear ice cleats during adverse winter conditions?			
Ladder Safety			
39. Are all ladders routinely inspected and documented?			
40. Ladders that are damaged or do not pass inspection tagged and taken out of service?			

Observation	Correction Action Taken
<i>Example:</i> 7	<i>Example:</i> The items stored in the stairwell have been removed and personnel have been instructed not to store items in the stairwell.

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