

## Brownsville Independent School District Workplace Exposure Assessment Checklist

Warehouse Dept. _____ Date: _____	In Place YES/NO			Pg. 1 Complete Date:
Your Name: _____		Remarks:	Maintenance Request Number:	
<b>1. Employees Lounge/Eating Areas:</b>				
• Microwave & signs				
• Refrigerator Clean				
• Exposed Foods				
• Fire Extinguisher & signs				
• Electrical Cords				
• Housekeeping				
Comments:				
<b>2. Receiving Area:</b>				
• Air Circulators/Fans				
• Extension Cords				
• Fire Extinguisher & Signs				
• Eyewash Station				
• Hand Truck/Pallet Jacks				
• Pallets				
• Security Gates				
• Housekeeping				
Comments:				

Warehouse Dept.	In Place Yes/No	Remarks:	Maintenance Request Number:	Pg. 2 Complete Date:
3. Shipping Area:				
• Electric Panel Box				
• Fire Extinguisher & Signs				
• First Aid Cabinet				
• Forklift				
• Security Gates				
• Housekeeping				
• Pallet Stacking				
Comments:				
4. Property Control Area:				
• Fire Extinguisher and Signs				
• Air Circulation/Fans				
• Extension cords				
• Ladders				
• Pallet Trucks				
• Security Gates				
• Housekeeping				
Comments:				

Warehouse Dept:	In Place Yes/No	Remarks:	Maintenance Request Number:	Pg. 3 Complete Date:
5. Warehouse Supplies Area/Janitorial:				
• Fire Extinguisher and signs				
• Air circulators/Fans				
• Extension cords				
• Ladders				
• Eyewash Station				
• MSDS Station				
• Electrical Panel Boxes				
• Hazardous Chemical Signs				
• Forklift Charging Area				
• Housekeeping				
Comments:				
6. Warehouse Supplies/Consumables:				
• Fire Extinguisher & signs				
• Air Circulator/Fans/Heaters				
• Extension Cords				
• Ladders				
• Pallet trucks				
• Electrical Panel Boxes				
• Forklift Charging Area/gloves				
• Housekeeping				
• Roof Vents				
Comments:				

Warehouse Dept.	In Place Yes/No	Remarks:	Maintenance Request Number:	Pg. 4 Complete Date:
7. Textbooks Area:				
• Fire Extinguisher & Signs				
• Air Circulators/Fans/Heaters				
• Extension cords				
• Security gates				
• Housekeeping				
• Package Pallet stacking straight				
Comments:				
8. Cool Room:				
• Fire extinguisher and signs				
• Electrical panel				
• A/C units				
• Ladders				
• Chemical Signs				
• Housekeeping				
Comments:				

Warehouse Dept.:	In place YES / NO	Remarks:	Maintenance Request Number:	Pg. 5 Complete Date:
9. Parking Areas:				
• No Parking Zones				
• American Disabilities Act				
• Security				
• Pallets				
• Canopy				
• Tripping Hazards				
• Exits				
• Housekeeping				
Comments:				
10. Warehouse/Txtbks/Fixed Assets Offices:				
• Fire Extinguisher & signs				
• Air Circulators/Fans/Heaters				
• Extension cords				
• Ladders				
• Office Supplies Storage				
• Refrigerator				
• Electrical Panel Boxes				
• Coffee Room				
• Emergency Exits				
• Housekeeping				
• Lighting				
Comments:				
BISD Rev. 07/12/06				