

# Self-Inspection Checklist

## ***Exiting and Egress Safety Checklist***

Date Inspected \_\_\_\_\_ Date Completed \_\_\_\_\_

| Checklist  | Needs to be Addressed | Completed | Not Applicable |
|--|-----------------------|-----------|----------------|
| Are all <b>exits marked with an exit sign and illuminated</b> by a consistent light source?  |                       |           |                |
| If the exits are not immediately apparent, are the <b>directions to those exits marked with visible signs</b> ?  |                       |           |                |
| Are the <b>doors, passageways, or stairways that are neither exits nor access TO exits</b> , but <i>appear</i> that they <i>could be exits</i> , marked <b>“NOT AN EXIT”</b> , or <b>“TO BASEMENT,”</b> or <b>“STOREROOM,”</b> etc.?       |                       |           |                |
| Is the lettering on the <b>EXIT signs least 5 inches high and at least ½-inch wide</b> ?   |                       |           |                |
| Are the <b>exit doors side-hinged</b> ?  |                       |           |                |
| Are the <b>exits free of obstruction</b> ?   |                       |           |                |
| Are at least <b>two means of egress provided</b> from elevated platforms, pits or rooms where the lack of a second exit would increase the risk of injury from hot, poisonous, corrosive, suffocating, flammable, or explosive substances? |                       |           |                |
| Are <b>enough exits provided</b> to allow everyone to escape quickly <b>in case of an emergency</b> ?  |                       |           |                |
| <b>If construction and/or repair projects</b> are being done, are <b>special safety measures</b> put in place to protect employees?  |                       |           |                |
| For buildings more than 4 stories in height: Are the <b>exit stairways</b> that are required to be separated from other parts of a building <b>protected with at least 2-hour fire-resistive construction</b> ?                            |                       |           |                |
| Are the <b>mandatory detached exit stairways</b> on buildings <b>more than 4 stories in height</b> protected by <b>at least 2-hours of fire-resistive construction</b> ?   |                       |           |                |
| Are the <b>mandatory detached exit stairways</b> on buildings <b>less than 3 stories in height</b> protected by <b>at least 1-hour of fire-resistive construction</b> ?  |                       |           |                |
| If <b>ramps</b> are used as part of <b>exiting the building</b> , is the <b>ramp slope limited to 1 foot vertical and 12 feet horizontal</b> ?   |                       |           |                |
| Are any <b>glass doors</b> (frameless, exit, or storm doors) <b>fully tempered</b> , and do they <b>meet the safety requirements for human impact</b> ?  |                       |           |                |
| Do you have an <b>Emergency Action Plan</b> in place?  |                       |           |                |
| Have the <b>employees been trained to follow the Emergency Action Plan</b> ?   |                       |           |                |

*This Exiting and Egress Safety Checklist is NOT all-inclusive. You should add to them or skip parts that are not applicable to your company, and should also develop the Emergency Action Plan. Carefully consider each item, and refer to OSHA standards for complete and specific guidelines that may apply to your work environment. This list is typical for general industry, not construction or maritime. Please contact NATIONAL SAFETY COMPLIANCE for any Exiting and Egress training or safety supplies you may need.*

