



STATE OF NEVADA SAFETY AND HEALTH PROGRAM

**A GUIDELINE FOR MANAGERS, SUPERVISORS, SAFETY
COORDINATORS AND SAFETY COMMITTEE MEMBERS**

Background

The State of Nevada employs over 17,000 people in a large variety of occupations. One goal that can be found in common among all departments, divisions, agencies and business units is safety. We all share an ethical and legal responsibility to create a safe and healthy work environment for all State Employees.

Federal Public Law 91-596, the Occupational Safety and Health Act of 1970 (OSHA), Section 18, empowers the State of Nevada to “assert jurisdiction” and to “assume responsibility” for the development, implementation, and enforcement of occupational health and safety standards in our state. Consequently, the State of Nevada enacted Nevada Revised Statute (NRS) 618, which defines and organizes the Division of Industrial Relations (DIR), the Nevada Occupational Safety and Health Administration (OSHA), their jurisdiction, standards and procedures. Nevada OSHA has hence codified the standards and procedures set forth in NRS 618 in the Nevada Administrative Code Chapter 618 and in the Nevada Operations Manual. Furthermore, by the authority of the Governor and the Board of Examiners (NRS 353.040) the State Administrative Manual, Section 0521 directs all state agencies to “develop and implement a safety and health program for State of Nevada employees and volunteers, consistent with the requirements of Nevada Revised Statutes, Chapter 618 and the guidelines established by the Risk Management Division.”

Purpose and Scope

This manual will provide an overview and summary of the general safety program requirements and guidelines, found in the State Administrative Manual (SAM), NRS and Risk Management policy, which apply to all state agencies of the Executive Branch. Many agencies have safety risks unique to their operations that will require additional custom activities and program expansion. This manual includes the basic requirements that all agencies are required to incorporate into their safety programs. In addition, this manual will provide guidance and instructions to agency management and Safety Coordinators on how to ensure continuity in the ongoing implementation of and routine revisions to their safety programs to meet the State’s Standards.

General Program Requirements

The following is State Administrative Manual Section 0521.

0521 Safety and Health Program

A. Each department is responsible to develop and implement a safety and health program for State of Nevada employees and volunteers, consistent with the requirements of Nevada Revised Statutes, Chapter 618 and the guidelines established by the Risk Management Division. The director, or other titled executive, is responsible to ensure that their department, including any divisions therein, adheres to the requirements established for ongoing implementation of the program. The Risk Management Division is responsible to monitor the effectiveness of these programs; review program activities; publish an annual report including comparative statistical information; provide technical assistance to agency representatives; and to identify injury trends and high-risk activities, and take the necessary action to coordinate, develop and implement a plan for risk reduction. The Risk Management Division is prepared to coordinate general employee/supervisor safety training, assist with Safety Committee activities, facilitate special projects involving common safety issues among multiple agencies and provide general assistance for effective program implementation.

B. Division/Department head responsibilities include:

1. Safety Coordinator. Designate a safety coordinator to oversee and facilitate the safety efforts of their agencies. This coordinator should have direct access to the agency head or deputy; be given proper authority to ensure that all employees cooperate with the program and be provided ample time to perform the duties of the position, adjusting requirements of other duties if necessary. Risk Management must be notified, in writing, of any changes in the assignment of the Agency Safety Coordinator.

2. Written Safety Program. Develop, maintain, monitor and revise, on an annual basis or as necessary, a written systematic program of safety and health as outlined by NRS 618.383 and related sections of Chapter 618 of NRS and NAC. This program must include the following:

a. Policy: A statement outlining the agency's commitment to the program with specific responsibilities assigned to all levels of employees to ensure that the various elements of the program are carried out. Safety responsibilities must be included in work performance standards.

b. Safety Inspections: Outline of a plan for informal and formal safety inspections to be conducted on an ongoing basis. Noted hazards must be corrected in a timely manner with responsibilities for corrective action specifically assigned. Agencies can request assistance from the Risk Management Division, Safety Consultation and Training Section (SCATS) of the Division of Industrial Relations or the State Fire Marshal's Office in completing inspections.

c. Safety Training: Outline of a safety training plan for all employees, including mandatory training for managers, supervisors, and other agency designated staff which includes applicable OSHA required training, topics identified by Risk Management and any other safety issues that have caused recurring injuries within the agency. Annual refresher training should be provided. Records must be maintained of these training sessions, including a list of attendees, and be retained for a minimum of three (3) years.

Note: Agencies can participate in scheduled safety classes coordinated or provided by the Risk Management Division, contracted consultants or insurance company representatives, SCATS, or the State Fire Marshal's Office in meeting their safety training needs.

d. Accident Investigation: All minor, serious and near miss accidents with a potential for injury must be immediately investigated by the designated employee and an accident investigation form as prescribed by Risk Management (RM-ACCINV-) completed. The necessary corrective action to eliminate the cause of the injury must be assigned and completed in the timeliest manner possible. Copies of accident investigation reports must be forwarded to the Risk Management Division upon request.

e. Safety Rules: Specific safety rules pertinent to the unique circumstances of each agency must be adopted, revised, and consistently enforced by supervisors.

3. Safety Committees – Agencies that have 25 or more employees statewide are required to establish an internal safety committee. These safety committees must include representatives of employees. If the employees are represented by a labor organization, the representatives of employees must be selected by the employees and not appointed by the employer. The committee members, not appointed by agency management, should elect the chair of the committee. Frequent meetings should be conducted, but not less than quarterly.

a. Agencies that have locations with 50 or more employees should establish separate committees or subcommittees to the general committee at these locations.

b. If a State building or complex establishes a safety committee, representatives from all agencies regardless of the size must participate. All agency representatives must participate in scheduled evacuation drills coordinated by safety committees.

c. Agencies with less than 25 employees that are not required to establish a safety committee must allow for suggestions and input regarding safety issues in their general meetings.

4. Alert Risk Management of dangerous situations that are beyond the control of the agency to be corrected or otherwise be resolved in a timely manner. Examples of this may include lack of cooperation from another agency that threatens the safety of employees or the general public; dangerous materials or faulty equipment that cannot be immediately corrected; unforeseen hazards or conditions that arise or are discovered for which funds are not available to correct; or existence of dangerous conditions in buildings or areas of operation that arise during construction or result from some type of natural disaster.

5. Cooperate with Risk Management in the investigation of accidents, unsafe conditions, scheduled audits of program activities and submit activity reports as requested.

6. For additional information refer to NRS 618.295 and Chapter 618 of the Nevada Administrative Codes.

7. Ergonomic Equipment. Identify and request adequate funds to obtain the appropriate equipment and tools necessary for employees to safely perform their job duties. Standard ergonomic equipment should be provided to employees who perform sedentary and repetitive motion duties for greater than 50% of their average workday. This equipment generally includes an adjustable workstation, adjustable chair, articulating keyboard, headset, wrist rests, footrest, copyholder, and glare screen. Employees with different physical attributes or who have disabilities may need special equipment. Consideration should be given to the use of voice-activated software systems, when appropriate, for positions that require extensive data entry. Automated equipment including, but not limited to, electric staplers and automatic date stamps should be provided whenever possible to prevent repetitive motion injuries. Agencies should utilize vendors that take appropriate measurements in recommending equipment/furniture, provide employee/supervisor training, and utilize credentialed/certified personnel in this assessment/training. In the

event that an unanticipated need arises, an agency can request financial assistance from the Risk Management Division to prevent immediate injury to an employee. To request financial assistance from Risk Management, the agency must follow the procedures found within the Risk Management website under Safety/Ergonomics.

8. Workplace Violence. A specific section must be included in the safety program to address the prevention of and response to workplace violence, based on the guidelines established by the Risk Management Division and Attorney General's Office. Agency management must initiate immediate intervention when direct threats of violence are reported by employees. Indirect threats, intimidation, harassment, or hostile behaviors must not be tolerated and must be promptly and appropriately addressed. If a significant workplace violence incident occurs, agency management must report it to the Risk Management Division as soon as practical for coordination of appropriate critical incident stress debriefing for employees and their families. Public statements to the press should be restricted to specific and appropriate personnel.

Note: The Risk Management Division has established a fund to assist agencies in obtaining fitness for duty exams, upon request and approval, for potentially violent or unsafe employees that present an imminent and significant security or liability threat to the agency.

9. Indoor Air Quality. A specific section must be included in the written safety program to address the prevention of and response to complaints and reports of indoor air quality problems. Each agency must follow the policy and guidelines developed and adopted by the Risk Manager. All investigations related to indoor air quality issues must be coordinated through the Risk Management Division.

Safety Program Roles and Responsibilities

Risk Management oversees the State of Nevada Safety and Health Program, providing guidance and assistance to all divisions with many aspects of its implementation, training, operation, oversight, and continuity. A **Risk Management Safety Specialist/Consultant** is available to carry out these responsibilities and is the key point of contact for each agency's Safety Coordinator.

This manual and the Safety Training Classes, taught by Risk Management, are the tools that divisions shall use, creating the program elements required by SAM 0521 and NRS 618. Risk Management also conducts regular statewide safety meetings and communications with Safety Coordinators, providing an essential information link for all State of Nevada Employees.

Risk Management is available for consultation and resolution of hazardous circumstances. Assistance is available to provide Workplace Inspections, Ergonomic Evaluations, Indoor Air Quality inspections, Workplace Violence oversight, and evaluation of Written Safety Plans, Emergency Action Plans and overall safety program effectiveness. Risk Management compiles the Year End Safety Reports and Health and Safety Surveys, submitted by all state agencies, into an Annual Summary, which is presented to the Governor's Office each year.

Directors and Managers are the ultimate administrators of their divisions' safety programs. They are responsible for the appointment and supervision of Safety Coordinators. They are also expected to approve of safety program elements, such as Written Safety Plans, Emergency Action Plans and Year End Safety Reports. Administrators and Managers who oversee their division's budget must reserve and provide enough money to finance all required safety program elements, not funded by other divisions. SAM 0521 directs them to provide employees who serve on Safety Committees or perform safety functions sufficiently to fulfill these responsibilities. Directors, Administrators and Managers are critical leadership components in any Safety Committee.

Mandatory training for Managers (and Supervisors) includes Risk Management Classes: Accident Investigations, Basic Office Ergonomics, Workplace Violence: Recognition and Prevention, Basic Office Inspection, and Workers' Compensation Overview for Managers and Supervisors.

Supervisors are the front line of safety in the workplace. They implement and verify the status and efficacy of Safety Program Elements. Supervisors assign safety roles and responsibilities to employees. It is the supervisor who confirms and documents that all employees receive initial and ongoing refresher safety training. Supervisors monitor activities in the workplace, observe employees' performance, conduct regular workplace inspections, incentivizing compliance, enforcing rules and sanctioning unsafe actions and deviations from Written Safety Plan procedures. Proactive safety is the currency of experienced supervision.

Ultimately, supervisors also shoulder the burden of investigating incidents, accidents, injuries and sometimes fatalities. Supervisors work together with Safety Coordinators and

Safety Committee members, creating Written Safety Plans, Emergency Action Plans, Safety Checklists and Standard Operating Procedures. When an Accident Investigation reveals the root cause of an accident, Supervisors will work with Safety Coordinators and Managers, developing immediate, short-term and long-term Corrective Actions, updating Written Safety Plans and retraining employees

Safety Coordinators are the glue that holds personnel and Safety Program Elements together. They are the communications bridge between Directors, Managers, Supervisors and Employees. Safety Coordinators work with Managers and Supervisors, building Safety Committees and coordinating their meetings and activities. They delegate assigned tasks to members of the committee, overseeing and assessing the status and effectiveness of Safety Program Elements.

Safety Coordinators are the point of contact for Supervisors and Employees who have concerns about hazards in the workplace. They review accident investigations, work with Supervisors and Managers, develop corrective actions and integrating them into Written Safety Plans. Safety Coordinators review and revise Emergency Action Plans in concert with consultants and leadership. They gather information from numerous agency business units and locations, reporting to Managers and Directors as necessary. When global decisions or new standards are applied to the division, Safety Coordinators oversee the dissemination and implementation of new policies and procedures.

Safety Coordinators also collaborate with other statewide Safety Coordinators, Safety Consultation and Training Section (SCATS), Risk Management and the Safety Specialist/Consultant.

All Safety Coordinators must take Risk Management Classes: Safety Committee Basics, Emergency Action Plan, Written Safety Plan, and Basic Office Inspections.

Safety Committee Members are the representatives of their work groups who are responsible to identify safety issues for review and input to management; identify and recommend actions to mitigate safety risks; assist in the implementation of the various safety program requirements such as emergency evacuations; identify training needs; assist with safety inspections; promote safety within their work groups and serve as a point of contact for safety concerns from their fellow employees. Divisions that focus on administrative and clerical work may require someone on their Safety Committee to be an expert in Office Ergonomics. Employees who have experience in public safety and/or emergency management may be called upon to review and revise Emergency Action Plans, maintain AEDs and coordinate CPR/AED/First aid training. Safety Committee Members

may be assigned a wide variety of other tasks as identified by the Safety Coordinator and agency head.

All Employees are safety champions. Any State Employee can stop work at any workplace or job site when they have reason to believe that an imminent hazard or unmitigated critical risk could result in an accident, causing serious harm to life, health, property or the environment. Every employee is responsible for their own safety and the safety of their coworkers to the greatest extent practicable. Employees are expected to report all hazards, whether tangible and obvious or perceived and/or theoretical. Having the eyes, ears, and minds of all employees in the workplace focused on safety always should be a primary goal of the program. Employees must report hazards and unsafe practices to their supervisor or to whomever their Written Safety Plan specifies as the designated person.

Written Safety Plans and Emergency Action Plans are written for Employees. There is not much purpose to these plans if they are kept hidden in some administrative office. These plans' elements, such as warning signs, reminders, and Emergency Evacuation Routes are to be posted in high profile locations. Employees must participate in regular safety training, which is documented and verified (tested).

Employees must know the Standard Operating Procedures and Written Safety Plan Elements of their workplace. They should be thoroughly versed in the procedures of the Emergency Action Plan, knowing the locations of fire exits and fire extinguishers. All personnel have roles in an emergency. The duties of each employee in an emergency should be spelled out in the plan; and every person must know their assignment.

Emergency Action Plan Elements must be *rehearsed* to be executed effectively. Insufficient training and preparedness are a recipe for panic, chaos and potentially disaster in a major emergency.

[Checklist – Safety Coordinators First 100 days and Beyond](#)

Days 1-30: Assessment of Safety Program

- Meet with your Supervisor determining the status of and obtaining feedback related to the current safety program elements.
- Meet with prior Coordinator or Department Safety Coordinator to review the overall Department Safety program
- Sign up for Risk Management Required Safety Classes:
 - Safety Committee Basics
 - Emergency Action Plan
 - Written Safety Plan

- Basic Office Inspections
- Review of the Division's Written Safety Plan, verifying it includes:
 - Safety Policy Statement
 - Hazard Identification, Elimination, Control and Mitigation
 - Safety Training
 - Accident Investigation
 - Safety Committees
 - Workplace Violence Policy
 - Ergonomics Policy
 - Record Keeping Procedures
- Review the Division's most recent Year-End Health and Safety Report to assess key trends, identify recurring issues, and evaluate progress on safety initiatives.
- Contact the Risk Management Safety Specialist Consultant:
 - Introduce yourself as the new Safety Coordinator.
 - Request any instructions or support needed.
- Review your Division's Emergency Action Plan (including the Emergency Evacuation Plan) to ensure you understand procedures for evacuation, communication, roles and responsibilities and support for employees with special needs.
 - Walk all evacuation routes – make sure exits are clear and signs are working.
 - Know the designated meeting place(s)
 - Have a plan for helping employees with special needs during emergencies (if they've voluntarily identified).
- Determine your building's emergency preparedness:
 - Verify whether an Automated External Defibrillator (AED) is available at your location.
 - Inspect Battery and pads for expiration dates, if expired discuss with supervisor for replacement
 - Inspect monthly and daily (green light) and document on inspection form.
 - Inspect the First aid kit and check that all supplies are within expiration dates and in usable condition. Discuss with the supervisor if supplies are needed and/or need replacement.
- Division's Safety Committee:
 - Look over the last Safety Committee meeting minutes.
 - Schedule and attend your first meeting or start forming a new committee.
 - Document Safety Committee agendas, meeting minutes and attendance.

- Basic Office Inspection (Formal inspections may only be performed after taking the Basic Office Inspection)
 - Get to know your division's workplace(s). Do a walk-through and safety check.
 - Focus on hazard identification, training, and your Written Safety Plan.
 - Take time to meet your coworkers. Introduce yourself and have a few casual one-on-one conversations to learn about their work and any safety concerns they might have.
 - If you spot any serious safety issues, take care of what you can, document it, and report critical risks to your supervisor right away.

Days 31-60: Implementation of Safety Program

- Record Keeping: This is not an exhaustive list of records required for retention.
 - Inspections
 - Safety Committee Meetings
 - Accident Investigations
 - Emergency Evacuation / Fire Drills
 - Safety Training
- Address any deficiencies identified during your initial assessments. This may be correcting them directly or initiating steps to have them resolved appropriately:
 - Make sure any expired fire extinguisher(s) have been replaced.
 - Verify that any issues with evacuation routes or maps have been addressed.
 - Confirm that hazards found during your initial assessment have been corrected and are effective and ongoing. Document actions for future updates to the Written Safety Plan.
 - Ensure any deviations from the Written Safety Plan have been documented and resolved.
- Conduct an Emergency Evacuation / Fire Drill:
 - Complete the Emergency Evacuation / Fire Drill Checklist.
 - Use and update the employee evacuation roster.
 - Observe and assess the effectiveness of the evacuation plan, route maps, and designated meeting place(s) during the drill.
 - Evaluate the overall performance for future improvements.
- CPR/AED training to ensure adequate coverage in case of emergency
 - Each worksite that has an AED shall have at least two employees certified in CPR.
 - Risk Management may require additional employees to be CPR/AED certified depending on your worksite layout or specific needs.

- Offices that do not have an AED are encouraged to have employees who are CPR/AED certified.
- Recommended additional training provided by Risk Management -or Nevada Safety Consultation & Training Section (SCATS)
 - Accident Investigations
 - Workplace Violence: Recognition and Prevention
 - Basic Office Ergonomics
 - Adult CPR/AED
 - OSHA 10 Hour General Industry Course
 - Heat Related Illness Regulatory Review
 - Workplace Evaluation and Management Tools
- Review essential job functions and worksite conditions to identify specific training needs. Below are some examples:
 - PPE use
 - Equipment Operation
 - Heat Illness Awareness
 - Eye Wash Procedure
- Schedule Your Next Safety Committee Meeting:
 - Review minutes from previous meeting.
 - Share your findings from your initial safety assessment.
 - Confirm that any previously identified concerns or hazards have been addressed.
 - Evaluate the effectiveness of the overall safety program and its key components.
 - Discuss potential updates to the Written Safety Plan and Emergency Action Plan.

Days 61-100 and Beyond: Maintaining, Evaluating, and Improving The Safety Program

- Monitor and Track Performance
 - Use both leading indicators (training participation, inspections, committee meetings and lagging indicators (incident rates, injury reports)
- Conduct Regular Audits, Inspections, and Safety Committee Meetings
 - Schedule periodic workplace inspections (At least Quarterly)
 - Perform internal audits to verify compliance with safety policies and procedures
 - Use checklists to ensure consistency across divisions
- Evaluate Your Program Effectiveness
 - Review of whether safety goals are being met

- Analyze incident investigations and near-miss reports for root causes
- Involve employees in evaluating what's working and what needs improvement
- Update Policies and Plans
 - Revise the Written Safety Plan and Emergency Action Plan based on findings. Must be reviewed annually.
 - Incorporate lessons learned from drills, incidents, or audits.
 - Ensure updates reflect current regulations and agency needs.
- Monitor Ongoing Training
 - Refresher courses
 - Role-specific
 - Special Equipment
 - Ensure new hires receive onboarding safety education
- Engage Employees and Committees
 - Continue regular Safety Committee meetings, but no less than quarterly
 - Encourage feedback and participation from all levels
 - Recognize proactive safety behavior
- Document and Report
 - Keep detailed records of inspections, meetings, corrective actions, and training
 - Use documentation to demonstrate compliance and support future improvements
- Plan for Continuous Improvement
 - Set new goals annually
 - Use evaluation results to guide strategic updates

[Annual Year End Safety Report](#)

All State Agencies are required to provide Risk Management with a Year End Safety Report (SAM 0521, NRS 618.) Some or all the responsibilities involved may be assigned to the Safety Coordinator. Ideally a summary of safety activities which were conducted throughout the year will be included in the report.

The following is a list of items that you must include in your report:

- ✓ 2024 Health and Safety Survey with supervisor's signature page.
- ✓ Quarterly Safety Meeting Agendas with Rosters.

- ✓ Quarterly Site Inspections.
- ✓ Two Evacuation/Fire Drill Checklists with Rosters.
- ✓ Written Safety Program.
- ✓ Emergency Action Plan.
- ✓ OSHA 300 Log.
- ✓ Indoor Air Quality Reports (if any were conducted.)
- ✓ Current Ergonomics Policy (if you have one.)
- ✓ AED Monthly Inspections checklist that can be found on the Risk Management website.

Reports shall be submitted at the beginning of the calendar year, following the year that is being reported. **All submissions must be presented in hard copy to Risk Management.**

Please include a cover sheet(s) that includes:

- The name of your Department, Division, Agency, District and/or Business unit as applicable.
- The Name and Contact Information of your Safety Coordinator.
- The Names of your Division and Department Heads.

AED Monthly Inspection Log

Year: 20__

Building:

AED Location:

AED Serial No.:

ED Battery Date: (expires 5 years from date)

Defib Pad's expiration Date

Month/Year	AED secure in case (initial)	AED Operation Verified *(see below for list) (initial)	PPE/Ready Kit stocked and in place **(see below for list) (initial)	Electrodes in place in case (initial)	Extra sets of electrodes are sealed in their package (initial)	Test cabinet tamper alarm (initial)
January						
February						
March						
April						
May						
June						Change 9v battery – cabinet tamper alarm
July						
August						
September						
October						
November						
December						Change 9v battery – cabinet tamper alarm

***Operation Checklist:**

1. Open the AED lid.
2. Wait for the AED to indicate status. Observe the change of the STATUS INDICATOR to RED. After approximately five seconds, verify that the STATUS INDICATOR returns to GREEN.
3. Check the expiration date on the electrodes.
4. Listen for the voice prompts.
5. Close the lid and observe the change of the STATUS INDICATOR to RED. After approximately five seconds, verify that the STATUS INDICATOR returns to GREEN.

****PPE/Ready Kit includes:** 1 pocket mask; 1 trauma scissor; 2 pair of gloves; 2 - 4"x4" gauze pad; 1 razor; 1 antiseptic towelette

Office Safety Inspection Checklist

Instructions: This checklist addresses responsibilities and possible safety hazards which may be present in an administrative work location. This form is to be completed by employees who have been trained to perform safety inspections. To complete the checklist, employee interviews and some records review will occur. Upon completion, the form is provided to all managers and supervisors at the work location and one copy is provided to the safety coordinator. For any items checked "Unsatisfactory", an explanation must be provided on an attached sheet. Feel free to edit this form to suit your workplace.

Inspection Location			
Agency	Organization		
Address			
Housekeeping		Unsatisfactory	N/A
1. Floor and aisles are free of litter and spilled liquids (water, pens, paper, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Aisles are free of cords, boxes, chairs and other tripping hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Desks or file drawers are closed when not in use and only one drawer is used at a time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ergonomics	Satisfactory	Unsatisfactory	N/A
1. All office equipment is being used correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Employees are properly positioned at their desk and maintain good neutral posture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Employees are using their workstation efficiently and avoiding stretching or reaching for objects placed far away	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical	Satisfactory	Unsatisfactory	N/A
1. Electrical devices have manager approval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. All extension cords are in good condition and are not frayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Extension cords are not being used as permanent wiring	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation/Fire	Satisfactory	Unsatisfactory	N/A
1. All aisles are at least 36 inches wide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Doors are labeled as exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Exit signs are installed and lit from an internal or external source	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Doors are not locked to prevent exit from the building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Fire doors are not propped open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. An evacuation plan is posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Fire extinguishers and pull stations are in the locations noted on the evacuation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Fire extinguishers are identified with signs and not blocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Fire extinguishers appear to be in good condition and have been inspected	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

