



Host Agency Workplace Safety Assessment

Participant Name: _____ ASSET PIN: _____

Host Agency: _____

Item Evaluated	Yes	No	N/A
1. Are the workplace floors clean, dry and sanitary?			
2. Are all floors, walkways and halls free of litter, protruding boards or nails, and any tripping hazards?			
3. Are aisles, passageways, and stairs kept clear and in good repair?			
4. Are rails provided for staircases?			
5. Are rails provided for any floor drop of more than 4 feet?			
6. Are stairs strong enough to support 1,000 lbs. and at least 22 inches wide?			
7. Does the Host Agency have a well-stocked first-aid kit readily available?			
8. Are exit routes clearly marked so that all can evacuate in an emergency?			
9. Are all exits unrestricted and high/wide enough for all who might use them?			
10. Can exits be unlocked from the inside?			
11. Does the Host Agency have an emergency evacuation plan?			
12. Does the Host Agency have a procedure to account for all persons after evacuation?			
13. Does the Host Agency have a procedure for reporting fire, toxic air or materials, storm related incidents, or hostile persons to the authorities?			
14. Does the Host Agency have a fire prevention plan?			
15. Does the Host Agency have a fire extinguisher that is regularly inspected?			
16. Have all personnel been instructed in the "PASS= Pull, Aim, Squeeze, Sweep" method of using a fire extinguisher?			
Describe the procedures in place to report accidents and to secure care for any injured persons?			
Describe any safety issues discussed with the Host Agency.			
Signature			
Employ Milwaukee Staff		Date	

Form Date: 04.27.26

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