

## Safety Inspection Checklist

Building/Department(s):

Date:

Inspector(s):

Building Contact:

### **General – All Areas**

Are all ceiling tiles in place and in good condition?..... YES  NO  NA

Is all furniture in good/stable condition and properly adjusted?..... YES  NO  NA

Are wall-mounted bookcases free of excessive material on top and not overloaded?  
(Chemicals and heavy items should not be stored above head height (6 feet))

Are all walking or working surfaces free of tripping/slipping hazards?

Are emergency phone numbers and procedures posted at or near telephones?

Are all fans equipped with a blade guard with openings no greater than ½ inch?

Is consumption of food, beverage, etc., prohibited where required?

### **General – Shops**

Are machine and belt guards in place and in good condition?

Is pedestal machinery securely anchored to the floor?

Is equipment properly maintained and adjusted to prevent personal injury and equipment damage?

Are compressed air nozzles at the correct pressure of 30 psi or less?

Is all piping appropriately identified as to contents/direction of flow?

Are hot pipes and surfaces guarded against contact and clearly marked "HOT"?

Are areas requiring use of protective equipment (e.g., Eye Protection Required, etc.) adequately posted with warning signs and enforced?

Is damaged/malfunctioning equipment tagged "OUT OF SERVICE"?

### **Exits/Corridors**

Are all corridors unobstructed?

Are all exit doors unobstructed?

Are exit signs posted and properly illuminated to clearly indicate exits?

Are all exit doors able to be opened from the inside without special knowledge/keys?

Are exit doors free of slide bolts or locks?

Do all self-closing corridor doors close and latch?

### **Electrical**

Is there at least three (3) feet clearance in front of electrical panels/breaker boxes?

Are electric hand tools properly grounded/double insulated?

Is the area free of extension cords?

Is all electrical equipment plugged directly into wall outlets?

Are all cords/plugs free from damage or deterioration?

Are switches and circuit breakers properly identified as to the service they are in and to what they control?

Are circuit breaker panels free of combustible materials?

Are covers plates in place on junction boxes to eliminate exposed wiring?

Are "WARNING HIGH VOLTAGE" signs installed on high voltage enclosures for systems rated 600V or over?

Is all electrical, including light fixtures, protected from physical damage by enclosure/guards?

### **Emergency Equipment**

Is emergency equipment (alarm pull boxes, eyewashes, showers, etc.) accessible and not blocked by equipment?

Are emergency eyewashes provided in the required chemical areas?

Are emergency showers provided in the required chemical areas?

Is all emergency equipment in good condition?

Are spill kits accessible and fully stocked per content list?

### **Storage – General**

Is good housekeeping practiced in work area (is it free of debris, combustibles, obstructions? Are aisles maintained?)?

Is storage adequately supported/stable to avoid tipping/falling?

Is there at least two (2) feet clearance between stacked materials and ceiling light fixtures?

### **Storage – Fire Protection**

Is the storage of combustibles in the work area held to a minimum to avoid a fire hazard?

Is clearance of at least 18 inches maintained around fire sprinkler heads?

Are flammable/combustible liquids in excess of one day's operational supply kept in approved flammable materials storage (FMS) cabinets?

Are all FMS cabinets free of combustible materials (cardboard, paper, plastic etc.)?

Are all flammable containers properly closed/covered to control vapors?

Are all flammable/combustible containers properly labeled/identified?

Are all refrigerators used for storage of flammable/combustible liquids/materials approved and explosion proof?

Are flammable/combustible liquids returned to approved flammable liquid storage cabinets at the end of the workday?

### **Storage – Compressed Gas Cylinders**

Are all cylinders properly secured with straps or chains to prevent tipping/falling?

Are protective valve caps in place when cylinder is not in use?

Are empty and full cylinders stored separately?

Are only chemically compatible cylinders stored together?

Are cylinder contents adequately labeled and easily seen?

Is the correct regulator being used for the cylinder service?

Are highly toxic gases stored in vented gas cabinets?

### **Hazardous Substances**

Is the inventory of hazardous substances current and posted in a conspicuous location near the entrance?

Are the material Safety Data Sheets up to date to include all hazardous materials used or stored in the area as noted on the inventory?

Are all hazardous substances properly identified and labeled?

Is the storage of hazardous substances separated to ensure chemical compatibility, e.g., chemicals stored by hazard class not alphabetically and/or corrosives not stored with flammables?

Is hazardous waste properly identified?

Are the procedures for storage/handling of hazardous substances readily available?

Is EH&S notified when there are additions/deletions of hazardous substances in the area?

Is hazardous waste disposed of properly and in a timely manner?

### **Personal Protective Equipment**

Is the requirement of use of personal protective equipment enforced?

Is the required personal protective equipment worn?

When not in use, is personal protective equipment properly maintained/stored?

Is personal protective equipment readily available for all personnel including visitors to the area?

Is all personal protective equipment free from damage and deterioration?

Are all employees using respiratory protection properly trained and authorized by EH&S?

Is self-contained breathing equipment properly maintained/inspected?

### **Railing/Elevated Work Areas**

Are drain openings/pits in the floor or walking surfaces guarded to prevent tripping/slipping?

Are toeboards in place on elevated platforms to prevent objects from falling off the platform?

Are standard guardrails provided on elevated platforms?

Are handrails provided and in good condition on stairways?

Are there provisions for safe access to elevated machinery/equipment?

### **Ladders**

Are portable ladders in good repair and safe to use?

Are mobile ladder stands in good condition?

Are metal ladders labeled to prohibit use for electrical work?

Are 42 inch high side rail extensions provided on fixed ladders?

### **Forklifts**

Are defective forklifts taken out of service and tagged "DO NOT USE"?

Are forklift inspection forms current and maintained in a file?

Are load limits clearly posted on forklifts?

Are forklift operating rules clearly posted in the area?

Are all operators trained and authorized?

### **Fire Protection**

Are there current welding permits displayed in welding area?

Are all self-closing doors operational?

Are walls and floors free of holes/penetrations?

Are no smoking regulation being followed in "NO SMOKING" areas and are areas clearly posted "NO SMOKING"?

Are fire extinguishers and signs clearly visible?

Is access to fire extinguishers clear and unobstructed?

Are all extinguishers in place and properly mounted?

Are all extinguishers properly inspected (monthly) and maintained (annually)?

### **Training**

Have personnel been trained in the use of personal protective equipment?

Are all employees trained in hazardous substances safety?

Have personnel working in high noise areas been trained in hearing conservation?

Have employees who use respirators been trained, fit tested, and received the required health monitoring examination?

Are employees who use self-contained breathing apparatus properly trained and authorized?

### **Computer Rooms**

Are combustibles stored in approved, enclosed metal cabinets?

Is combustible waste, e.g., trash containers, cardboard boxes, etc., removed from the room daily or more often as needed?

Is the computer room free of flammable/combustible liquids?

Are computer tapes stored in approved, enclosed metal cabinets?

Is the raised floor free of unsealed cable holes?

Is the access to fire suppression and alarm systems unobstructed?

Are floor tile pullers available and mounted?

Are doors to the peripheral rooms closed?

Is paper stored in computer room limited to a one day supply?

Is the room free of repair shop operations?

Is the room free of soldering irons?

Is the room free of coffee makers, popcorn machines, electric floor/space heaters, etc.?

Are "NO SMOKING" signs posted and is "NO SMOKING" enforced in computer rooms?