GENERAL SAFETY INSPECTION CHECKLIST

As part of EH&S's safety survey program we have compiled a list of the most common safety problems. This is not a list of every possible hazard, but can be utilized as a guideline to conduct your own safety surveys. If you have any questions please contact EH&S at ext. 5711 or 3302.

Administrative	**Yes**	**No**	**N/A**
Does the Injury and Illness Prevention Program identify the department chairperson/manager as the person responsible for overseeing the program?	☐	☐	☐
Have employees been trained on the departmental IIP and is there a copy of the IIP readily available to them?	☐	☐	☐
Are training records maintained and available for review by employees, EH&S and outside agencies?	☐	☐	☐
Are safety inspections conducted on a regularly scheduled basis? Are the inspection records readily available?	☐	☐	☐
Are Material Safety Data Sheets (MSDSs) and an inventory of all hazardous materials used in the workplace on file and accessible to employees?	☐	☐	☐
Does the departmental Emergency Operations Plan include a floor plan/map of the department, including emergency assembly point, procedures and routes?	☐	☐	☐
Are employees/students instructed in emergency procedures (i.e., location of equipment and exits, location and use of fire extinguishers)?	☐	☐	☐
If applicable, are employee/student medical records, and records of exposure to hazardous substances maintained, current, and available for employees and their physicians?	☐	☐	☐

General Safety Concerns	**Yes**	**No**	**N/A**
Are the exits (doorways), exit aisles or corridors free of obstacles and combustible storage?	☐	☐	☐
Are fire doors not propped open with wedges?	☐	☐	☐
Are light fixtures working and are diffusers installed?	☐	☐	☐

	Yes	No	N/A
Have all loose rugs or mats been secured or removed?	☐	☐	☐
Have missing or loose ceiling tiles been repaired?	☐	☐	☐
Is the area free of tripping hazards?	☐	☐	☐
Is overhead storage minimized, particularly heavy objects?	☐	☐	☐
Are overhead items (light) secured from falling during an earthquake?	☐	☐	☐

Electrical Cords and Outlets	Yes	No	N/A
Are extension cords, multiple outlet strips, or cube taps plugged directly into a wall outlet?	☐	☐	☐
Are extension cords at a minimum 14 gauge (heavy-duty) and used only one appliance or fixture?	☐	☐	☐
Are cords in good condition without splices, deterioration, taping, damage, or being sharply bent or pinched?	☐	☐	☐
Are extension cords prevented from running through walls, ceiling or doors, and from across aisles or passageways?	☐	☐	☐
Are extension cords grounded when servicing a grounded appliance or fixture?	☐	☐	☐
Does the multiple outlet strip have a circuit breaker?	☐	☐	☐
Are multiple outlet strip cords 6' or under?	☐	☐	☐
Do cube taps have no more than 3 outlets?	☐	☐	☐
Is clear access (36" clearance) provided to electrical panels?	☐	☐	☐
Are electrical cover plates provided on all electrical switches or outlets?	☐	☐	☐

Heaters and Fans	Yes	No	N/A
Do all heaters have a working tip-over switch?	☐	☐	☐

Are all electric space heaters plugged directly into the wall? ☐ ☐ ☐

Are combustibles kept 24" from all sides and tops of heaters? ☐ ☐ ☐

Are fine finger guards provided on fans? ☐ ☐ ☐

Are all fans below head level or secured? ☐ ☐ ☐

Seismic Bracing and Earthquake Preparedness	**Yes**	**No**	**N/A**
Are furnishings over 42" high braced? (This includes file cabinets, bookcases, desk hutches, etc.)	☐	☐	☐
Is all shelving secured?	☐	☐	☐

_____   _____

Safety Coordinator's Signature   Date

_____   _____

Department Head's Signature   Date