

Safety Inspection Checklist

Building/Department(s): _____ **Date:** _____ **Time:** _____

Inspector(s): _____ **Building Representative:** _____

Checklist Items	Yes	No	NA
A. General – All Areas			
1. Are all ceiling tiles in place and in good condition?			
2. Is all furniture in good/stable condition and properly adjusted?			
3. Are wall-mounted bookcases free of excessive materials on top and not overloaded? Chemicals & heavy items should not be stored above head height (6 ft)			
4. Are all walking or working surfaces free of tripping/slipping hazards?			
5. Are emergency phone numbers and procedures posted at or near telephones?			
6. Are all fans equipped with a blade guard with openings no greater than ½ inch?			
7. Is consumption of food, beverage, etc. prohibited where required?			
B. General – Shops			
1. Are machine and belt guards in place and in good condition?			
2. Is pedestal machinery securely anchored to the floor?			
3. Is equipment properly maintained and adjusted to prevent personal injury and equipment damage?			
4. Is all piping appropriately identified as to contents/direction of flow?			
5. Are hot pipes and surfaces guarded against contact and clearly marked "HOT"?			
6. Are areas requiring use of protective equipment (e.g. Eye Protection Required) adequately posted with warning signs and enforced?			
7. Is damaged/malfunctioning equipment tagged "Out of Service"?			
C. General – Labs/Studios			
1. Are working surfaces clear and organized?			
2. Are working surfaces made from non-porous & chemical resistant materials?			
3. Are phones accessible and emergency numbers posted?			
4. Are hazards signs and contact names for the lab/studio posted on the outside of the lab?			
5. Are areas requiring use of personal protective equipment adequately posted with warning signs and enforced?			
6. Is safety instruction part of each lab or class?			
7. Are ventilation hoods NOT used to store chemicals?			
D. Exits/Corridors			
1. Are all corridors unobstructed?			
2. Are all exit doors unobstructed?			
3. Are exit signs posted and properly illuminated to clearly indicate exits?			
4. Are all exit doors able to be opened from the inside without special knowledge/keys?			
5. Are exit doors free of slide bolts or locks?			
Items left unmarked were not observed.			

Checklist Items	Yes	No	NA
E. Electrical			
1. Is there at least three (3) feet of clearance in front of electrical panels?			
2. Are electric hand tools properly grounded/double insulated?			
3. Is the area free of extension cords? (Surge protectors - not power strips - are allowed)			
4. Is all electrical equipment plugged directly into the wall outlets?			
5. Are all cords/plugs free from damage or deterioration?			
6. Are switches and circuit breakers properly identified as to the service they are in and to what they control?			
7. Are circuit breaker panels free of combustible materials?			
8. Are cover plates in place on junction boxes to eliminate exposed wiring?			
9. Are "Warning High Voltage" signs installed on high voltage enclosures for systems rated 600V or over?			
10. Is all electrical, including light fixtures, protected from physical damage by enclosure/guards?			
F. Emergency Equipment			
1. Is emergency equipment (alarm pull boxes, eyewashes, showers, etc.) accessible and not blocked by equipment?			
2. Are emergency eyewashes/showers provided in the required chemical areas?			
3. Are eyewash/showers flushed weekly and inspected annually?			
4. Is all emergency equipment in good condition?			
5. Are spill kits accessible and fully stocked?			
G. Storage - General			
1. Is good housekeeping practiced in work area?			
2. Is storage adequately supported/stable to avoid tipping/falling?			
3. Is there at least two (2) feet clearance between stacked materials and ceiling light?			
H. Storage – Fire Protection			
1. Is the storage of combustibles in the work area held to a minimum to avoid a fire hazard?			
2. Is clearance of at least 18 inches maintained around fire sprinkler heads and 2 feet below ceiling height?			
3. Are flammable/combustible liquids in excess of one day's operational supply kept in approved flammable materials storage (FMS) cabinets?			
4. Are all FMS cabinets free of combustible materials (cardboard, paper, plastic, etc.)			
5. Are all flammable containers properly closed/covered to control vapors?			
6. Are combustible items at least 18 inches from heat source?			
7. Are all refrigerators used for storage of flammable/combustible liquids/materials approved and explosion proof?			
8. Are flammable/combustible liquids returned to approved flammable liquid storage cabinets at the end of the workday?			
9. Are sprinkler valves unobstructed?			

Checklist Items	Yes	No	NA
I. Storage – Compressed Gas Cylinders			
1. Are all cylinders properly secured with straps or chains to prevent tipping/falling?			
2. Are protective valve caps in place when cylinder is not in use?			
3. Are empty and full cylinders stored separately?			
4. Are only chemically compatible cylinders stored together?			
5. Are cylinder contents adequately labeled and easily seen?			
6. Is the correct regulator being used for the cylinder service?			
7. Are highly toxic gases stored in vented gas cabinets?			
J. Personal Protective Equipment (PPE)			
1. Has a job hazard assessment been completed and signed by EHS?			
2. Is the requirement to use protective equipment enforced?			
3. Is the proper PPE worn?			
4. When not in use, is PPE properly maintained/stored?			
5. Is PPE readily available for all personnel including visitors to the area?			
6. Are all employees using respiratory protection properly trained and authorized by EHS?			
K. Hazardous Materials			
1. Are hazardous materials labeled with the name of the material and the primary hazard, e.g. flammable, toxic			
2. Materials Safety Data Sheets are available for all hazardous materials present. MSDS are current.			
3. Are hazardous wastes labeled as such?			
4. Are hazardous materials stored properly, e.g. compatibles, flammable cabinets, toxics locked?			
5. Do containers look undamaged?			
L. Railing/Elevated Work Areas			
1. Are drain openings, pits in the floor, or walking surfaces guarded to prevent tripping/slipping?			
2. Are toeboards in place on elevated platforms to prevent objects from falling off the platform?			
3. Are standard guardrails provided on elevated platforms?			
4. Are handrails provided and in good condition on stairways?			
5. Are there provisions for safe access to elevated machinery/equipment?			
M. Ladders			
1. Are portable ladders in good repair and safe to use?			
2. Are mobile ladder stands in good condition?			
N. Forklifts			
1. Are defective forklifts taken out of service and tagged "Do Not Use"?			
2. Are forklift inspection forms current and maintained in a file?			
3. Are load limits clearly posted in the area?			
4. Are forklift operating rules clearly posted in the area?			
5. Are all operators trained and authorized?			

Checklist Items	Yes	No	NA
O. Fire Protection			
1. Are emergency evacuation plans posted?			
2. Are all self-closing doors operational (No doorstops)?			
3. Are walls and floors free of holes/penetrations?			
4. Are no smoking regulations clearly posted and being followed in "No Smoking" areas?			
5. Are fire extinguishers and signs clearly visible?			
6. Is access to fire extinguishers clear and unobstructed?			
7. Are all extinguishers in place and properly inspected (monthly) and maintained (annually)?			
P. Training			
1. Have personnel been trained in the use of personal protective equipment?			
2. Are all employees trained in hazardous substances safety?			
3. Have personnel working in high noise areas been trained in hearing conservation?			
4. Have employees who use respirators been trained, fit tested, and received the required health monitoring examination?			
5. Have employees been trained in emergency procedures?			
6. Other training:			
Q. Ergonomics			
1. Are desk chairs equipped with seat and back height and tilt adjustments?			
2. Do you see anyone working in an awkward position?			
3. Do employees have tools to assist in lifting and moving heavy or awkward materials?			
4. Are employees using proper lifting techniques?			
R. Grounds			
1. Are walking or working surfaces free of tripping/slipping hazards?			
2. Is vegetation maintained to provide clear visibility, clearance around light fixtures, and safe pathways?			
S. Computer Rooms			
1. Are combustibles stored in approved, enclosed metal cabinets?			
2. Is combustible waste, e.g. trash containers, cardboard boxes, etc., removed from the room daily or more often as needed?			
3. Is the computer room free of flammable/combustible liquids?			
4. Are computer tapes stored in approved, enclosed metal cabinets?			
5. Is the raised floor free of unsealed cable holes?			
6. Is the access to fire suppression and alarm systems unobstructed?			
7. Are floor tile pullers available and mounted?			
8. Are doors to the peripheral rooms closed?			
9. Is paper stored in computer room limited to a one-day supply?			
10. Is the room free of repair shop operations?			
11. Is the room free of soldering irons?			
12. Is the room free of coffee makers, electric floor/space heaters, etc.?			

