



GENERAL SAFETY INSPECTION CHECKLIST

Southwestern prioritizes the safety of employees, students, and visitors through regular building inspections and prompt correction of identified hazards. This proactive approach helps ensure a safe environment for everyone on campus.

Completed inspection reports are kept on file by the Safety Committee Chair for one year. The Chair is responsible for reporting any facility-related deficiencies to Facilities Services. This can be done by completing a work order and following up as needed.

For immediate action: If you encounter a safety hazard that requires immediate attention, please contact Facilities Services directly at 541-888-7250.

PLEASE PRINT:

Completed By:	Date Completed:
Associated Work Orders:	Phone:
Building Inspected:	Location:
Rooms Not Inspected:	

GENERAL	YES	NO	N/A	COMMENTS/WO#
1. Workplace is generally clean and orderly; floors are clear and aisles, hallways, and exits are unobstructed; area free of slip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Stairways, sidewalks, and ramps are free of defects (e.g. damaged treads, frayed carpet, and uneven surfaces, root intrusions).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Loose, broken, missing or stained ceiling tiles have been repaired or replaced.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Broken or damaged furniture and equipment are absent from the space.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ELECTRICAL CORDS & OUTLETS	YES	NO	N/A	COMMENTS/WO#
1. Light fixtures are working properly (i.e. no burned out or broken bulbs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Light switches and electrical outlets have covers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

3. Electrical cords and plugs are in good condition with proper grounding (i.e. no frayed cords).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Power strips are not daisy chained and no permanent extension cords are in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Clear access is provided to electrical panels (no storage within 36 inches). Rooms marked "no storage" and/or "mechanical" are clear of obstructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE	YES	NO	N/A	COMMENTS/WO#
1. Emergency exit signs are illuminated and operable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Fire alarm pull stations and extinguishers are visible and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Fire extinguishers have been inspected within the last month (evidenced by initials/date on tag).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Fire doors (e.g. in stairways) are kept closed unless equipped with automatic closing device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. An 18" clearance is maintained below all sprinkler heads. A 24" clearance is maintained below ceilings without sprinklers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Flammable materials are stored in fire-rated cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. The College smoking policy is followed by students, faculty, staff and visitors (no evidence of smoking in non-smoking areas).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Handicapped push buttons near entrance/exit of building are visible, operable, and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Elevators in the building are operational, clean and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. The elevator's emergency call-out mechanism or phone is operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MISC. LIFE SAFETY	YES	NO	N/A	COMMENTS/WO#
1. Safety Data Sheets (SDS) are available in work area, if applicable. (Should be displayed in a clearly marked binder.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Personal protective equipment (PPE) is readily available in appropriate work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. All containers, including non-hazardous chemicals and washes, are appropriately labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

4. Plumbed eyewash and chemical shower stations are operable with evidence of weekly checks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Portable eyewash stations are in good condition and not expired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. First aid supplies are available or staff is aware of where to get supplies, if needed. (Kit is stocked appropriately and in good condition.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Water fountains flow with at least a 4" arc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Emergency contact information is posted in work area, as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Public phones have posted emergency numbers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SITE SPECIFIC INFORMATION/COMMENTS (AS NEEDED):