

Safety Inspection Checklist

The Safety Committee developed this form to assist staff in identifying and when necessary, correcting safety hazards. If you come across hazards that need to be corrected, please submit a work order to Maintenance using the following link: <http://xmweb.socc.edu/> Please remember to logon as a guest for this. **WHEN YOU COMPLETE THIS INSPECTION, PLEASE INCLUDE THE EXACT LOCATION OF WHERE CORRECTIONS NEED TO BE MADE, E.G., "NORTH WALL UNDER WHITE BOARD ELECTRICAL OUTLET MISSING COVER PLATE".**

Please send completed form to: Carol Richards

Completed By: _____ Phone extension: _____
 Date: _____ Building Inspected: _____

GENERAL WORK ENVIRONMENT	YES	NO	COMMENTS (PLEASE INCLUDE EXACT LOCATION)
1. Are emergency telephone numbers posted where they can be readily used in case of emergency?			
2. Are first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?			
3. Are spilled materials or liquids cleaned up immediately?			
4. Are materials stored in a manner to prevent sprain or strain injuries to employees when retrieving the materials?			
5. Are there signs of active water leaks? (e.g., wet ceiling tiles, etc.)			

WALKWAYS	YES	NO	COMMENTS(PLEASE INCLUDE EXACT LOCATION)
1. Are walking surfaces kept dry or appropriate means taken to ensure that surfaces are slip-resistant?			
2. Are aisles and passageways kept clear and are they at least 22 inches wide?			
3. Are openings or holes in the floors or other treading surfaces repaired or otherwise made safe?			
4. Are materials or equipment stored so sharp objects cannot obstruct the walkway?			
5. Are changes of direction or elevation readily identifiable?			

WALKWAYS	YES	NO	COMMENTS (PLEASE INCLUDE EXACT LOCATION)
6. Are aisles or walkways that pass near moving or operating machinery, welding operations or similar operations arranged so employees will not be subjected to hazards?			
7. Is adequate headroom (of at least 6.5 feet) provided for the entire length of any walkway?			
8. Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than four feet above any adjacent floor or the ground?			
9. Are grates or similar covers over floor openings, such as floor drains, of such design that foot traffic or rolling equipment will not be caught by the grate spacing?			

STAIRS AND STAIRWAYS	YES	NO	COMMENTS (PLEASE INCLUDE EXACT LOCATION)
1. Are standard stair rails and handrails present on all stairways having four or more risers?			
2. Are all stairways at least 22 inches wide?			
3. Do stairs have at least 6.5 feet of overhead clearance?			
4. Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 9.5 inches?			
5. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?			
6. Are stairway handrails located between 30-42 inches above the leading edge of the stair treads?			
7. Do stairways that are greater than 48" wide have handrails on both sides of the stairway?			

ELEVATED SURFACES	YES	NO	COMMENTS (<u>PLEASE INCLUDE EXACT LOCATION</u>)
1. Are signs posted, when appropriate, showing elevated floor loading capacity?			
2. Are elevated surfaces (more than four feet above the floor or ground) on which people may walk provided with standard guardrails?			
3. Is a permanent means of access/egress provided to elevated work surfaces?			
4. Is material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading?			

EXIT OR EGRESS	YES	NO	COMMENTS (<u>PLEASE INCLUDE EXACT LOCATION</u>)
1. Are all exits marked with an exit sign and illuminated by a reliable light source?			
2. Are all exits kept free of obstructions?			
3. Are at least two means of egress provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hazardous materials?			
4. Are there sufficient exits to permit prompt escape in case of emergency?			

ELECTRICAL	YES	NO	COMMENTS (<u>PLEASE INCLUDE EXACT LOCATION</u>)
1. Are all cords in good condition with no fraying, exposed wire, or deteriorated insulation?			
2. Are all electrical enclosures such as switches, receptacles, and junction boxes provided with tight-fitting covers or plates?			
3. Are extension cords used as fixed wiring?			
4. Is there at least 3 feet of clearance in front of electrical panels?			

FIRE PROTECTION	YES	NO	COMMENTS (PLEASE INCLUDE EXACT LOCATION)
1. Is combustible scrap, debris, and waste stored safely and removed from the worksite promptly?			
2. Are covered metal waste cans used for oily and paint or solvent-soaked waste?			
3. Are employees aware of the fire hazards of the materials and processes to which they are exposed?			
4. Is proper clearance maintained below sprinkler heads (18")?			
5. Are portable fire extinguishers provided in adequate numbers and types?			
6. Are fire extinguishers mounted in readily accessible locations?			
7. Are fire extinguishers recharged regularly and then noted on the inspection tag?			
8. If employees are not trained to use fire extinguishers, are they trained to immediately evacuate the building?			

PERSONAL PROTECTIVE EQUIPMENT	YES	NO	COMMENTS
1. Has there been an assessment of the hazards that might require PPE, including a review of injuries?			
2. Has the assessment been verified through written certification?			
3. Does it identify the workplace evaluated?			
4. Has training been provided to each employee required to wear PPE?			
5. Has the training been verified through written certification?			
6. Are protective goggles or face shields provided and worn when there is any danger of flying material or caustic or corrosive materials?			
7. Are ANSI-approved safety glasses worn at all times in areas where there is risk of eye injury?			
8. Are protective gloves, aprons, shields, or other protection provided against cuts, corrosive liquids, and chemicals?			

PERSONAL PROTECTIVE EQUIPMENT	YES	NO	COMMENTS
9. Are hard hats provided and worn where danger of falling objects exists?			
10. Are hard hats inspected periodically for damage to the shell and suspension system?			
11. Have employees been trained in adequate work procedures, use and maintenance of protective clothing, and proper use of equipment when cleaning up spilled toxic or other hazardous materials or liquids?			
12. Is a spill kit available to clean up spilled toxic or hazardous materials?			
13. Where employees are exposed to conditions that could cause foot injury, are safety shoes required to be worn?			
14. Is all protective equipment maintained in a sanitary condition and ready for use?			
15. Are means provided for quick drenching or flushing of the eyes and body in areas where caustic or corrosive liquids or materials are handled?			
16. Eye wash and safety shower operational, tested and recorded?			
17. Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OR-OSHA noise and hearing conservation standard?			

PORTABLE LADDERS	YES	NO	COMMENTS (PLEASE INCLUDE EXACT LOCATION)
1. Are all ladders in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and movable parts operating freely without binding or undue play?			
2. Are nonslip safety feet on all ladders except step ladders?			
3. Are ladder rungs and steps free of grease and oil?			

PORTABLE LADDERS	YES	NO	COMMENTS(PLEASE INCLUDE EXACT LOCATION)
4. Are employees prohibited from placing ladders on boxes, barrels, or other unstable bases to obtain additional height?			
5. Are employees instructed to face the ladder when ascending/descending?			
6. Are employees prohibited from using ladders that are broken, missing steps, rungs or cleats, broken side rails, or other faulty equipment?			
7. Are employees instructed not to use the top step of ordinary stepladders as a step?			
8. When portable rung ladders are used to gain access to elevated platforms, roofs, and the like, does the ladder always extend at least three feet above the elevated surface?			
9. Is it required that when portable rung or cleat-type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?			
10. Are portable metal ladders legibly marked with signs reading "CAUTION – Do Not Use Around Electrical Equipment" or equivalent wording?			
11. Are the rungs of ladders uniformly spaced at 12 inches, center to center?			

SHOPS	YES	NO	COMMENTS(PLEASE INCLUDE EXACT LOCATION)
1. Are compressed air nozzles vented?			
2. Are rotating or moving parts of equipment guarded to prevent physical contact?			
Grinders			
3. Are tool rests adjusted to within 1/8 Inch of wheel?			
4. Are tongue guards adjusted to within ¼ inch of wheel?			
5. Is eye/face protection available?			

SHOPS	YES	NO	COMMENTS(PLEASE INCLUDE EXACT LOCATION)
Hand Tools and Equipment			
6. Are all tools and equipment (both company and employee owned) in good working condition?			
7. Are hand tools such as chisels or punches (that develop mushroomed heads) reconditioned or replaced as necessary?			
8. Are broken or fractured handles on hammers, axes, or similar equipment replaced promptly?			
9. Are appropriate handles used on files and similar tools?			
10. Are tool handles wedged tightly in the head of all tools?			

CHEMICALS

If there are chemicals in your work area in amounts greater than typical office/household quantities, you are required to complete the below two sections

HAZARDOUS MATERIALS	YES	NO	COMMENTS(PLEASE INCLUDE EXACT LOCATION)
1. Original product names (or full chemical names) and hazards clearly identified on labels?			
2. Containers of non-hazardous substances (e.g., water) labeled explicitly to avoid confusion?			
3. All chemical containers capped and sealed, except when actively adding or removing materials from them?			
4. Employees have completed hazard communication training?			
5. SDS and chemical inventory list are readily available, are current, and in good order?			

HAZARDOUS WASTE	YES	NO	COMMENTS(PLEASE INCLUDE EXACT LOCATION)
1. Waste containers are sturdy, routinely inspected for leaks, compatible with the waste, and kept closed (i.e., no funnels left sticking out) using screw caps or other tight fitting closure.			
2. Containers are labeled with the words "Hazardous Waste" and the full chemical name(s).			