Monthly/Quarterly Workplace/Facility Safety Self-Inspection Checklist



Department/Unit		uilding	Inspection Date		
Inspe	ector(s)			Phone Num	ber(s)
			ОК	ACTION NEEDED	NOT APPLICABLE
	OUSEKEEPING /				
A.	RAGE Workspace is generally clean and orderly				
В.	Walking surfaces inside and outside in good condi- other tripping hazards	tion, free of cords and			-
C. D.	Exit paths and corridors are free of storage or obstr Emergency equipment (e.g., fire extinguishers, eye alarm pulls, etc.) are not blocked nor is access obst	wash /shower stations,			
E.	Shelving over 4 feet tall is secured and not overloa plank shelving of any height!)	ded (NO block and			
F.	Materials are stored and secured to prevent falling	or collapse			
G.	No items are stored within 18 inches of fire sprink	er heads			
Н.	Break rooms and rest rooms are clean and sanitary				
2. El	LECTRICAL				
A.	Electrical cords and plugs are in good condition				
B.	Extension cords are not being used on a permanent adequate gauge, and are not attached to walls, run ceiling spaces or under carpeting				
C.	Power taps are circuit-protected and plugged direct "daisy-chained" together)	ly into outlets (i.e. not			
D.	There are no multi-plug adapters being used			-	
E.	Ground fault circuit interrupter protection is provided receptacles within 6 feet of a water source, for extellocations where electrical tools/equipment are used	erior outlets, or for damp			
F.	Electrical equipment is properly grounded				
G.	Electrical panels are not blocked (36" clear space)				
Н.	All outlets, switches, junction boxes, have cover pl	ates			

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University of Idaho Environmental Health and Safety

		ОК	ACTION NEEDED	NOT APPLICABLE
3. FII	RE PREVENTION / FIRE PROTECTION			
A.	Fire doors are not blocked open or obstructed and latch automatically when released			
B.	Fire extinguishers are available and inspected monthly			
C.	Heat-producing appliances are unplugged when not in use; located on non-combustible surface			
D.	Portable heaters shut-off automatically when tipped over			
E.	Flammable liquids are stored in approved cabinets			
F.	There is no storage under open stairs or in electrical/mechanical spaces			
G.	Emergency phone numbers are posted near phone			
H.	Portable containers being used to store flammable liquids are metal; (no larger than 5 gallons; 5 gal. must be a U.L. listed safety can)			
I.	"No Smoking" signs are posted and policy is enforced			
	IEMICALS			
A.	MSDS sheets are available/accessible to workers Chemical containers are properly labeled			
B. C.	Chemical containers are stored on shelves with lips and below eye level			
D.	Fume hoods are not used for storage of chemicals			
E.	Chemicals are stored by compatibility, not alphabetically			
F.	Expiration dates on chemical containers have not been exceeded			
G.	There is no food being stored or consumed in areas where chemicals are			
	used or dispensed			
Н.	Appropriate spill kits are on-hand and adequately maintained			
I.	Compressed gas cylinders are adequately secured at all times			
	RST AID / LIFE SAFETY			
Α.	First aid kits are available and properly maintained			
В.	Personnel are trained in first aid/CPR/AED as conditions warrant			
C.	Exits and emergency routes are properly marked and illuminated			
D.	Exterior walkways are in good condition and adequately illuminated			
Ε.	Handicapped entrances and exits are identified and unobstructed			
F.	Periodic evacuation drills have been conducted (optional)			
G.	Glazing subject to human impact is labeled, approved safety glass			
6. EQ	PUIPMENT Machine guards are in place			
А. В.	Flashback protection is installed on oxyfuel hoses			-
Б. С.	Equipment is being properly arranged, used, maintained and inspected			
D.	Only Type 1A, 1, or 2 ladders are available as needed (Type 3 not allowed)			
E.	Personal Protective Equipment (e.g., respirators, safety eyewear, hearing			
⊏.	protection, lockout/tagout devices, etc.) is being used and properly maintained			
F.	Handtrucks, carts and other equipment are available as needed			
7. SE	CURITY			
A.	Restricted areas are kept locked when unoccupied			

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#	Location	Corrective Action Taken
	Ma	es additional copies of this form if more appear in required
	Signatures of Inspectors:	e additional copies of this form if more space is required Date:

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