University of Idaho  
Monthly/Quarterly  
Workplace/Facility Safety Self-Inspection Checklist

Dept/Unit Location Inspected Inspection Date

Inspected by: Phone Number(s)

1. HOUSEKEEPING / STORAGE
   A. Workspace is generally clean and orderly
   B. Walking surfaces inside and outside in good condition, free of cords and other tripping hazards
   C. Exit paths and corridors are free of storage or obstructions
   D. Emergency equipment (e.g., fire extinguishers, eyewash/shower stations, alarm pulls, etc.) are not blocked nor is access obstructed
   E. Shelving over 4 feet tall is secured and not overloaded (NO block and plank shelving of any height!)
   F. Materials are stored and secured to prevent falling or collapse
   G. No items are stored within 18 inches of fire sprinkler heads
   H. Break rooms and rest rooms are clean and sanitary

2. ELECTRICAL
   A. Electrical cords and plugs are in good condition
   B. Extension cords are not being used on a permanent basis, are UL listed, of adequate gauge, and are not attached to walls, run through doorways, ceiling spaces or under carpeting
   C. Power taps are fuse-protected and plugged directly into outlets (i.e. not “daisy-chained” together)
   D. There are no multi-plug adapters being used
   E. Ground fault circuit interrupter protection is provided for electrical receptacles within 6 feet of a water source, for exterior outlets, or for damp locations where electrical tools/equipment are used
   F. Electrical equipment is properly grounded
   G. Electrical panels are not blocked (36” clear space)
   H. All outlets, switches, junction boxes, have cover plates

3. FIRE 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 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

OK ACTION NOT NEEDED APPLICABLE
4. CHEMICALS
   A. MSDS sheets are available/accessible to workers
   B. Chemical containers are properly labeled
   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
   H. Appropriate spill kits are on-hand and adequately maintained
   I. Compressed gas cylinders are adequately secured at all times

5. FIRST AID / LIFE SAFETY
   A. First aid kits are available and properly maintained
   B. 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
   E. 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. EQUIPMENT
   A. Machine guards are in place
   B. Flashback protection is installed on oxyfuel hoses
   C. 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 is available as needed

7. SECURITY
   A. Restricted areas are kept locked when unoccupied
### University of Idaho
### Workplace/Facility Self-Inspection Worksheet

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<tr>
<th>Department/Unit</th>
<th>Building</th>
<th>Inspection Date</th>
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<td>Inspector(s)</td>
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Make additional copies of this form if more space is required

Signatures of Inspectors: Date:

If you have questions or need assistance, please contact Environmental Health and Safety, 885-6524

Route completed copies of this worksheet to the unit’s safety committee and the appropriate unit administrator.