Quarterly Workplace Safety Self - Inspection Checklist



Inspected by: Phone Number (s)	Dep	t/Unit	Location Inspected		Inspection Date		
UK NEEDED APPLICABLE 1. HOUSEKEEPING/STORAGE 1. 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 a feet tall is secured and not overloaded. F. Materials are stored and secured to prevent falling or collapse. G. No combustible items stored within 18" of fire sprinkler heads. H. No combustible items stored within 12" of ceiling in non-sprinklered area. I. Break rooms and rest rooms are clean and sanitary. 2. ELECTRICAL A. Electrical cords and plugs are not frayed, cut or damaged. B. Extension cords are not being used in place of permanent wiring, are U. listed, and plugged directly into the wall. C. Power strips are circuit-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 (GPCI) protection is provided for electrical receptacles within 6 feet of a water source, for exterior outlets and throughout labs. F. Electrical equipment is properly grounded. G. Electrical panels have access space 30" wildeand 36" in front. H. All outlest, switches and junction boxes have cover plates. 3. HIRE PREVENTION/FIRE PROTECTION A. Fire doors are not propped open or obstructed and latch automatically when released. B. Fire extinguishers are mounted, accessible, and inspected monthly. C. Heat-producing appliances should be unplugged when not in use and located on a non-combustible surface. D. Portable heaters shut off automatically when tipped over and are U. listed. E. Plammable liquids are stored in approved cabinets. F. No storage of combustibles under open stairs or in electrical/mechanical spaces. G. Portable gas cans being used to store fuel are metal, no more than 5 gallons UI. lis	Insp	ected by:		Phone Numb	per (s)		
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according to manufacturer's specifications.		-					
	_	according to man	utacturer's specifications.				

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Quarterly Workplace Safety Self - Inspection Checklist



		OK	ACTION NEEDED	NOT APPLICABLE
4. C	HEMICALS			
A.	Chemical inventories are complete and Safety Data Sheets (SDSs) are available/accessible to all workers.			
В.	Chemical containers are properly labeled and stored on shelves with lips, below eye level.			
C.	Fume hoods are not used for storage of chemicals.			
D.	Chemicals are stored by compatibility, not alphabetically.			
E.	Expiration dates on chemical containers have not been exceeded.			
F.	No food or beverages are being stored or consumed in areas where chemicals are used or dispensed.			
G.	If required, spill kits are on-hand and adequately maintained.			
H.	Compressed gas cylinders are properly secured at all times, away from exits.			
I.	Doors are signed indicating chemical and/or physical hazards and PPE requirements.			
	IRST AID/LIFE SAFETY			
A.	First aid kits are available and properly maintained. An adequate number of employees are certified in first aid, CPR and			
В.	AED.			
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.			
6. E	QUIPMENT			
Α.	Machine guards are in place.			
В.	Personal Protective Equipment (PPE), where required, is accessible, stored			
	correctly and properly maintained.			
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.	Flashback protection is installed on oxyfuel hoses.			
I.	tem# Location Corrective A	ction Taken		
	Make additional copies of this form if more space	re is required		
Si	gnatures of Inspectors:	required	Date:	

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