

Quarterly Workplace Safety Self - Inspection Checklist

Dept/Unit	Location Inspected	Inspection Date		
Inspected by:		Phone Number (s)		
		OK	ACTION NEEDED	NOT APPLICABLE
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.	_____	_____	_____
F.	Materials are stored and secured to prevent falling or collapse.	_____	_____	_____
G.	No combustible items are stored within 18" of fire sprinkler heads.	_____	_____	_____
H.	No combustible items stored within 24" 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 UL 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 (GFCI) 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" wide and 36" in front.	_____	_____	_____
H.	All outlets, switches and junction boxes have cover plates.	_____	_____	_____
3. FIRE 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 UL listed.	_____	_____	_____
E.	Flammable 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 UL listed. Plastic cans are for immediate use only.	_____	_____	_____
I.	Fire prevention equipment is properly functioning and maintained according to manufacturer's specifications.	_____	_____	_____

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4. CHEMICALS

- A. Chemical inventories are complete and Safety Data Sheets (SDSs) are available/accessible to all workers. _____
- B. 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. _____

5. FIRST AID / LIFE SAFETY

- A. First aid kits are available and properly maintained. _____
- B. An adequate number of employees are certified in first aid, CPR and 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. EQUIPMENT

- A. Machine guards are in place. _____
- B. 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. _____

Item #	Location	Corrective Action Taken

Make additional copies of this form if more space is required

Signatures of Inspectors:

Date:
