

SAFETY INSPECTION - Instructions

The following guidelines are designed to assist you in completing the safety checklist for the building or area that you are asked to inspect. Some of the items may not apply to your situation; enter N/A in the Specific Comments column. **When you complete your checklist for the quarter, please retain the original in your department.**

No list can cover all the possible safety hazards there are, so do not limit yourself to just following the list. **If you see any other problems, or if anyone mentions a safety concern, enter it in the Additional Comments.** Be as specific as you can in regards to what the problem is, where it is located, what has been done about it, and if possible, who to contact for further information.

If you do come across something that needs attention, feel free to get it taken care of. If you can handle it yourself safely, do so. If not, call Campus Engineering or Housekeeping, whoever would be appropriate. If you cannot do this on your own, contact the supervisor or department head who has the authority. **Be sure to enter on the checklist what steps you take so we will not duplicate your efforts.**

FIRE PROTECTION & PREVENTION

1. *Are fire extinguishers in their designated locations?*
 - Are there empty hangers or cabinets, or no fire extinguisher within 75 feet from any point?
2. *Are fire extinguishers checked monthly?*
 - The Safety Coordinator or designee should be checking them each month, dating and initialing the tags that are attached to them. The main items to look for are obvious damage, like dents, a cracked hose or horn, or a broken dial; pressure gauge (if any) showing proper reading; plastic seal intact.
3. *Have extinguishers been serviced within the last 12 months?*
 - The tag will have holes punched in it showing when the last service was performed. If the current day is past the date on the tag by more than a year, it is out of compliance; report this and any problems with an extinguisher to Campus Engineering, ext. 44558.
4. *Are areas in front of fire extinguishers, fire alarm pull-stations and electrical panels kept clear?*
 - Keep them visible and reachable. Electrical panels must be clear at least 36" so they can be accessed when needed.
5. *Are corridor, fire-rated doors and exit doors clear and accessible?*
 - These areas must remain clear at all times, ensuring access in and out of the area safely. Contact EH&S for any questions.
6. *Are corridor, fire-rated doors and exit doors able to close and latch properly?*
 - Doors that close automatically in a fire need to be free to do so, and need to latch so the pressure of the fire cannot force them back open.
7. *Are lighted exit signs fully lit and unobstructed?*
 - Note that this refers to those exit signs with lights in them, no matter what kind. The common style has two bulbs in it. If one is out, the sign would still be visible, but we want that other bulb replaced soon.
8. *Are corridors free from materials that might impede evacuation?*
 - All main corridors must be free of any obstructions per our local fire authority.
9. *Does the use of decorations comply with the Holiday Guidelines?*
 - The guidelines are for fire safety, and apply all year long, not just at holiday time. Speak with an EH&S representative if you have any questions.
10. *Is stored material kept at least 24 inches below ceiling if un-sprinklered, 18 inches below sprinkler deflectors if sprinkler is present?*
 - Nothing should block the spray from a sprinkler, and no flammables should be above the spray in case there is a fire. Note that it is the sprinkler head (usually a serrated disc) from which you measure the 18 inches. In the absence of sprinklers, there needs to be 24-inch space to the ceiling.

ELECTRICAL

1. *Are walkways clear of electrical, phone and computer cords?*
 - If a cord has to be on the floor where it could be tripped over, it needs to be secured. For permanent situations, additional outlets can be installed.
2. *Are there loose cords under desks?*
 - They may be out of sight, but they can reach out and grab your feet when you are trying to stand up. Secure

them up and out of the way. Do not daisy-chain power cords.

3. *Are appliances and equipment properly grounded?*
 - Larger electrical equipment should have a three-wire cord and a three-prong plug. Cutting off the ground prong is prohibited.
4. *Are frayed or cracked electrical cords or “octopus” outlets in use?*
 - As cords get old and worn, they should be replaced. In addition, multiple outlet adapters can lead to system overload, with blown circuits and even fires, so it is better to have new outlets installed by Campus Engineering.
5. *Are junction boxes closed?*
 - Any place where electrical lines are joined, such as wall sockets and light switches, is a junction box. They should be covered with plastic plates or metal ones if they are in danger of being broken.
6. *Are extension cords & power taps surge-protected?*
 - Any extension cord or power strips should be UL listed and surge-protected, and must be plugged directly into a wall receptacle.

HOUSEKEEPING

1. *Are work areas accessible?*
 - There needs to be enough room for everyone to work and move around, with two (2) feet as a minimum aisle width.
2. *Are the floor tiles broken, loose or missing?*
 - If you have tile floors, watch for missing, loose or broken ones that could cause tripping.
3. *Are there frayed or loose edges in the carpet? Are there split seams?*
 - Watch for tripping hazards.
4. *Are heavy, unsecured items stored above where people work?*
 - What goes up often comes down hard in earthquakes, so watch especially for things above where people work. Either move these items, or secure them in place.
5. *Is there broken or cracked glass in windows?*
 - We do not want anyone to be cut, so have even small cracks repaired right away.
6. *Are there slick spots on floors?*
 - Cleaning up is good, prevention is better.

EQUIPMENT

1. *Are chairs, stools and ladders in good condition?*
 - Check for good ergonomic design, especially for chairs used many hours a day, and/or by different people. Also, look for good physical condition in general. For ladders, they need to be tall enough so the user does not have to stand on the top or second step, and do not use aluminum ladders near electrical hazards. If the ladder is on wheels, be sure that when a person stands on it, it sits firmly on the floor.
2. *Are plastic carpet protectors getting cracked or pitted?*
 - Several people have been hurt when rolling in their chairs across the carpet protector and a wheel fell into a crack, stopping the chair, and pitching the occupant out onto the floor. Replace as needed.
3. *Are high cabinets and files secured properly?*
 - If it is over five feet high, it should be bolted to the wall, or otherwise secured from falling.
4. *Are desk/cabinet drawers left open to become tripping or tipping hazards?*
 - Easily overlooked and tripped over, especially by someone carrying files or boxes.
5. *Are workstations set up to be ergonomically correct?*
 - This is one of the causes of a lot of pain and injury, and it can often be corrected easily. Contact Workers' Comp x14014 for a workstation evaluation.
6. *Is power equipment properly guarded?*
 - As a rule of thumb, if your thumb (or any other body part) could get hurt by a machine part, that part must be guarded! If the machine came with a guard, leave it in place and functioning. For specific information, check the manufacturer's instructions.
7. *Are high-pressure cylinders properly secured?*
 - If you have cylinders of oxygen or other compressed gases, whether empty or full, they need to be secured from falling at all times. They can be chained to a wall, or attached to a cart. In addition, the cap should be in place unless the cylinder is actually in use.

PARKING LOT & GROUNDS

Primarily look at the areas used by the employees in your department or building. Report any problems to Campus Engineering.

HAZARDOUS MATERIALS HANDLING

Check with Environmental Health & Safety (EH&S) x14019, or the Office of Radiation Safety (ORS) x14003 for more information on these items.

1. *Do employees know how to access the SDS's (formerly known as MSDS)?*
 - All employees should know how to use the MAXCOM system to find SDS's on any hazardous chemicals in your work area. In addition, remember to send a copy of the SDS on any new chemical to the EH&S department.
2. *Are label instructions being followed?*
 - The label instructions on any container of hazardous material should be considered as important as any other safety procedure. This includes any required protective clothing, ventilation or storage guidelines.
3. *Is proper protective clothing/equipment being used?*
 - From safety shoes to hard hats, from safety glasses to full-face respirators, if it is required, wear it.
4. *Are hazardous materials stored, used and disposed of properly?*
 - If in doubt, refer to the SDS's for your materials, or contact EH&S.
5. *Are sharps disposed into the sharp containers?*
 - If your department uses needles or blades, or has broken glass on a regular basis, you should have the special containers for sharp items. These protect not only you, but also the housekeepers who pick up your trash.
6. *Is there a flammable liquids storage container, and is it being used?*
 - If you store more than 10 gallons in one area, you have to have a special storage cabinet. EH&S can help you get one.
7. *Is biohazard waste being handled properly?*
 - Again, not just for your safety but for the safety of the housekeepers as well. Be sure that red bags are used only for biohazard waste. Putting other trash in these bags increases our disposal costs dramatically.
8. *Is radioactive materials handled properly and coordinated through ORS?*
 - Contact the Office of Radiation Safety x14003.

GENERAL SAFETY

1. *Are new employees receiving safety training when hired?*
 - Be certain that new employees are taught the specific safety policies and procedures for your department/area. Check guideline T-2A in the Institutional Documents (Policies) under LLUMC on the VIP page. Be sure to document all training.
2. *Is up-to-date safety posters posted where they can be read by employees?(e.g. Cal/OSHA "Safety & Health Protection" and Workers Compensation "If a Work Injury occurs...")*
3. ***Are employees completing B.L.U.E. Book annually?***

After completing the form, sign it, let your department head see it and sign it. Save the original in your department.

If you have, questions about the checklist contact EH&S at x14019.



SAFETY INSPECTION CHECKLIST University or LLUSS Departments

Building/Location

Department/Area/Room

Quarter

Year

		Compliant	Non-Compliant	Needs Attention	Specific Comments, (e.g., what was done about the problem)
FIRE PROTECTION & PREVENTION					
1.	Are fire extinguishers in their designated locations? (CCR, Title 19, Div 1, Sect 574.1)				
2.	Are fire extinguishers checked monthly? (CCR, Title 19, Div 1, Sect 574.1)				
3.	Have fire extinguishers been serviced within the last 12 months? (CCR, Title 19, Div 1, Sect 575.1)				
4.	Are areas in front of fire extinguishers (CFC, Sect 906.6), fire alarm pull stations (NFPA 101, Sect 9.6.2.6) and electrical panels (NEC, Sect 110.26) kept clear?				
5.	Are corridor, fire-rated, & exit doors clear and accessible? (NFPA 101, Sect 7.1.10.2)				
6.	Are corridor, fire-rated, & exit doors able to close & latch properly? (CFC Sect 703.2.3)				
7.	Are lighted exit signs fully lit & unobstructed? (CFC Sect 1006.1)				
8.	Are corridors free from materials that might impede evacuation? (CFC Sect 315.2.2)				
9.	Does the use of decorations comply with the Holiday Decorating Guidelines? (LLUMC Policy T-17)				
10.	Is stored material kept at least 24" below ceiling if un-sprinklered, 18" Below sprinkler deflectors if sprinkler is present? (CFC Sect 315.2.1)				
11.	Other fire hazards. See Comments				

ELECTRICAL					
1.	Are walkways clear of electrical, phone & computer cords? (LLUMC Policy T-10)				
2.	Are there loose cords under desks? (LLUMC Policy T-10)				
3.	Are appliances & equipment properly grounded? (LLUMC Policy T-10)				
4.	Are frayed or cracked electrical cords or "octopus" outlets in use? (LLUMC Policy T-10)				
5.	Are junction boxes closed? (CFC Sect 605.6)				
6.	Are extension cords & power taps surge-protected? (LLUMC Policy T-10)				
7.	Other electrical hazards. See Comments				

HOUSEKEEPING					
1.	Are work areas accessible? (8CCF3207-3298/General Physical Conditions & Structures)				
2.	Are the floor tiles broken, loose or missing? (8CCF3207-3298/General Physical Conditions & Structures)				
3.	Are there frayed or loose edges in the carpet? Are there split seams? (8CCF3207-3298/General Physical Conditions & Structures)				

Building/Location		Department/Area/Room			Quarter	Year
		Compliant	Non-Compliant	Needs Attention	Specific Comments, (e.g., what was done about the problem)	
HOUSEKEEPING (CONT'D)						
4.	Are heavy, unsecured items stored above where people regularly work? (8CCF3207-3298/General Physical Conditions & Structures)					
5.	Is there broken or cracked glass in windows? (8CCF3207-3298/General Physical Conditions & Structures)					
6.	Are there slick spots on the floor? (8CCR3272/Working Area Floors)					
7.	Other housekeeping hazards. See Comments					

EQUIPMENT						
1.	Are chairs, stools, & ladders in good condition? (8CCF3207-3298/General Physical Conditions & Structures)					
2.	Are plastic carpet protectors getting cracked or pitted? (8CCF3207-3298/General Physical Conditions & Structures)					
3.	Are high cabinets & files secured properly? (8CCF3207-3298/General Physical Conditions & Structures)					
4.	Are desk/cabinet drawers left open to become tripping or tipping hazards? (8CCF3207-3298/General Physical Conditions & Structures)					
5.	Are work stations set up to be ergonomically correct? (8CCR5110/Ergonomics)					
6.	Is power equipment properly guarded? (8CCR4184-4188/Scope & General Definitions)					
7.	Are high pressure cylinders properly secured? (8CCR4648-4665/Cylinders)					
8.	Other equipment hazards. (8CCR4184-4647/Points of Operation & Other Hazardous Parts of Machinery) See Comments					

HAZARDOUS MATERIALS						
1.	Do employees know how to access the SDS's (formerly known as MSDS)? (CCR, Title 8, 5194(b)(1), (1)(1) & 5194(g))					
2.	Are label instructions being followed? (CCR, Title 8, Sect 5194(f) & Sect 5191)					
3.	Is proper protective clothing/equipment being used? (CCR, Title 8, Sect 3380(f)(5), (c) & Sect 5191)					
4.	Are hazardous materials stored, used & disposed of properly? (CCR, Title 8, Sect 5191, 5189, 5192 & Title 22, Sect 66001)					
5.	Are sharps disposed into the sharp containers? (California Health & Safety Code, Sect 118285(a))					
6.	If there are more than 10 gallons of flammable liquid in the area, is there a flammable liquids storage container, and is it being used? (CFC Sect 3404.3.4.4)					
7.	Is biohazard waste segregated, contained, handled, stored and disposed of properly? (California Health & Safety Code, Sect 118275 & 118280)					
8.	Is radioactive material handled properly, & coordinated through ORS? (CCR, Title 17)					

Building/Location

Department/Area/Room

Quarter

Year

		Compliant	Non-Compliant	Needs Attention	Specific Comments, (e.g., what was done about the problem)
HAZARDOUS MATERIALS (CONT'D)					
9.	Other hazardous materials hazards. See Comments				

PARKING LOT AND GROUNDS

1.	Are there tripping hazards on the sidewalks, lawn or parking lot?				
2.	Are there potholes in the parking lot or sidewalk?				
3.	Is the parking lot adequately marked & lighted?				
4.	Other parking lot or grounds hazards. See Comments				

GENERAL SAFETY

1.	Are new employees attending orientation within 30 days of hire (Operating Policy I-70) and completing fire extinguisher training within 90 days of hire?				
2.	Is up-to-date safety posters posted where they can be read by employees? (e.g., Cal/OSHA "Safety & Health Protection" dated July 2013 & Workers Compensation "If a Work Injury occurs...")				
3.	Are employees completing B.L.U.E. Book within 90 days of hire and annually by December 31? (Operating Policy I-70)				

Report:

Fire & Life Safety, Hazmat, Emergency Management, Biohazard Waste, Lab Safety and Occupational Safety concerns: [EH&S Hazard or Complaint Form](#) or 14019

Utilities/Repair concerns: Facilities Management 44318 or Campus Engineering 44558

Campus Housekeeping concerns: 44556

Security concerns: [Security Email](#) or extension 44320

Lock & Key concerns: 47568

Radiation Safety concerns: radiationsafety@llu.edu or extension 14003

Property Management concerns: 66035

ADDITIONAL COMMENTS: (Include the department/office that was notified of problems needing correction, & the date the request was made.)

COORDINATOR NAME _____ DATE: _____

DEPARTMENT HEAD _____ DATE: _____

**PLEASE COMPLETE THIS FORM WITHIN TWO WEEKS,
RETAIN THE ORIGINAL IN YOUR DEPARTMENT.**