

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 receive a checklist for the quarter, please fill it out and 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.

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. *Are SDS's (formerly known as MSDS) available to all employees?*
 - 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 of in separate 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 infectious 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 infectious 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, as soon as they are in danger – which means as soon as they come to work! 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...")*

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 us at x14019.

**SAFETY INSPECTION**

Building/Location

Department/Area/Room

Quarter

Year

FIRE PROTECTION & PREVENTION

1. Are fire extinguishers in their designated locations?
2. Are fire extinguishers checked monthly?
3. Have fire extinguishers been serviced within the last 12 months?
4. Are areas in front of fire extinguishers, fire alarm pull-stations and electrical panels kept clear?
5. Are corridor, fire-rated, & exit doors clear and accessible?
6. Are corridor, fire-rated, & exit doors able to close & latch properly?
7. Are lighted exit signs fully lit & unobstructed?
8. Are corridors free from materials that might impede evacuation?
9. Does the use of decorations comply with the Holiday Guidelines?
10. Is stored material kept at least 24" below ceiling if un-sprinklered, 18" Below sprinkler deflectors if sprinkler is present?
11. Other fire hazards.

| Compliant | Non-Compliant | Needs Attention | Specific Comments, (e.g., what was done about the problem) |
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ELECTRICAL

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3. Are appliances & equipment properly grounded?
4. Are frayed or cracked electrical cords or "octopus" outlets in use?
5. Are junction boxes closed?
6. Other electrical hazards.

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HOUSEKEEPING

1. Are work areas accessible?
2. Are the floor tiles broken, loose or missing?
3. Are there frayed or loose edges in the carpet? Are there split seams?
4. Are heavy, unsecured items stored above where people regularly work?
5. Is there broken or cracked glass in windows?
6. Are there slick spots on the floor?
7. Other housekeeping hazards.

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EQUIPMENT

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2. Are plastic carpet protectors getting cracked or pitted?
3. Are high cabinets & files secured properly?
4. Are desk/cabinet drawers left open to become tripping or tipping hazards?
5. Are work stations set up to be ergonomically correct?
6. Is power equipment properly guarded?
7. Are high pressure cylinders properly secured?
8. Other equipment hazards.

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| Building/Location | Department/Area/Room | Quarter | Year | | |
|---|----------------------|-----------|---------------|-----------------|--|
| HAZARDOUS MATERIALS | | Compliant | Non-Compliant | Needs Attention | Specific Comments, (e.g., what was done about the problem) |
| 1. Are SDS's (formerly known as MSDS) available to all employees? | | | | | |
| 2. Are label instructions being followed? | | | | | |
| 3. Is proper protective clothing/equipment being used? | | | | | |
| 4. Are hazardous materials stored, used & disposed of properly? | | | | | |
| 5. Are sharps disposed of in separate containers? | | | | | |
| 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? | | | | | |
| 7. Is infectious waste being handled properly? | | | | | |
| 8. Is radioactive material handled properly, & coordinated through ORS? | | | | | |
| 9. Other hazardous materials hazards. | | | | | |

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| 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. | | | |

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| GENERAL SAFETY | | | |
| 1. Are new employees receiving safety training when hired? | | | |
| 2. Is up-to-date safety posters posted where they can be read by employees? (e.g., Cal/OSHA "Safety & Health Protection" dated Feb 2006, & Workers Compensation "If a Work Injury occurs...") | | | |

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.**