



# SAFETY INSPECTION CHECKLIST GENERAL WORKPLACE

DEPARTMENT \_\_\_\_\_ REPORT PREPARED BY \_\_\_\_\_ EXT \_\_\_\_\_ DATE OF THE REPORT \_\_\_\_\_

LOCATION OF INSPECTION \_\_\_\_\_ *CHECK ALL ITEMS THAT APPLY IN EACH COLUMN BELOW*

<b>OFFICE AND CLASSROOM</b>	<b>YES</b>	<b>NO</b>		<b>YES</b>	<b>NO</b>
1. EMERGENCY PROCEDURES POSTED	<input type="checkbox"/>	<input type="checkbox"/>	19. ELECTRICAL EQUIPMENT GROUNDED WITH 3-PRONG PLUG	<input type="checkbox"/>	<input type="checkbox"/>
2. AISLES MAINTAINED WITH 24" OR MORE	<input type="checkbox"/>	<input type="checkbox"/>	20. ELECTRICAL SWITCHES, OUTLETS AND APPLIANCES IN GOOD REPAIR	<input type="checkbox"/>	<input type="checkbox"/>
3. CHAIRS AND TABLES IN GOOD REPAIR	<input type="checkbox"/>	<input type="checkbox"/>	21. PORTABLE HEATERS USED SAFELY	<input type="checkbox"/>	<input type="checkbox"/>
4. CABINETS AND SHELVES ABOVE 60" ARE ANCHORED TO THE WALL	<input type="checkbox"/>	<input type="checkbox"/>	22. ACCESS TO ELECTRICAL PANELS AND CIRCUIT BREAKERS UNOBSTRUCTED	<input type="checkbox"/>	<input type="checkbox"/>
5. FIRST AID SUPPLIES AVAILABLE	<input type="checkbox"/>	<input type="checkbox"/>	23. ELECTRICAL CORDS NOT RUNNING UNDER MATS	<input type="checkbox"/>	<input type="checkbox"/>
<b>BUILDING SAFETY</b>			<b>FIRE PROTECTION</b>		
6. LIGHTING ADEQUATE IN ALL AREAS	<input type="checkbox"/>	<input type="checkbox"/>	24. ALL EXITS MARKED AND UNOBSTRUCTED	<input type="checkbox"/>	<input type="checkbox"/>
7. HEATING AND VENTILATION ADEQUATE	<input type="checkbox"/>	<input type="checkbox"/>	25. FIRE EXTINGUISHERS AVAILABLE, OPERABLE AND IN GOOD CONDITION	<input type="checkbox"/>	<input type="checkbox"/>
8. ALL PLUMBING FIXTURES IN GOOD REPAIR	<input type="checkbox"/>	<input type="checkbox"/>	26. EMPLOYEES TRAINED IN EMERGENCY PROCEDURES AND USE OF FIRE EXTINGUISHERS	<input type="checkbox"/>	<input type="checkbox"/>
9. WINDOWS AND DOORS IN GOOD REPAIR, CLOSERS IN PLACE, NO STOPPERS USED	<input type="checkbox"/>	<input type="checkbox"/>	27. FLAMMABLE MATERIALS STORED IN METAL CABINETS	<input type="checkbox"/>	<input type="checkbox"/>
10. FLOORS CLEAN AND IN GOOD REPAIR WITH NO TRIPPING HAZARDS	<input type="checkbox"/>	<input type="checkbox"/>	28. ALARM PULL STATIONS, SPRINKLER HEADS, AND HOSE CABINETS UNOBSTRUCTED	<input type="checkbox"/>	<input type="checkbox"/>
11. CEILINGS INTACT	<input type="checkbox"/>	<input type="checkbox"/>	<b>SAFE PRACTICES</b>		
<b>HOUSEKEEPING</b>			29. EMPLOYEES TRAINED IN SAFE USE OF EQUIPMENT; TRAINING DOCUMENTED	<input type="checkbox"/>	<input type="checkbox"/>
12. CORRIDORS, HALLWAY, EXITS, AND AISLES UNOBSTRUCTED	<input type="checkbox"/>	<input type="checkbox"/>	30. SAFE LIFTING TECHNIQUES TAUGHT AND IMPLEMENTED	<input type="checkbox"/>	<input type="checkbox"/>
13. STORAGE AREA CLEAN AND ORDERLY, MATERIALS STORED SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	31. EARTHQUAKE SAFETY SUPPLIES AVAILABLE	<input type="checkbox"/>	<input type="checkbox"/>
14. HEAVY ITEMS STORED ON LOWER SHELVES FOR EARTHQUAKE SAFETY	<input type="checkbox"/>	<input type="checkbox"/>	32. ALL HAZARDOUS MATERIAL CONTAINERS LABELED WITH CONTENTS	<input type="checkbox"/>	<input type="checkbox"/>
15. ELECTRICAL CORDS OUT OF AISLEWAY	<input type="checkbox"/>	<input type="checkbox"/>	33. HAZARDOUS WASTE REPORTED TO EH&S/ RISO	<input type="checkbox"/>	<input type="checkbox"/>
<b>ELECTRICAL SAFETY</b>			34. ALL EMPLOYEES TRAINED ON EMERGENCY EVACUATION PROCEDURES/ 911 EMERGENCY REPORTING	<input type="checkbox"/>	<input type="checkbox"/>
16. EXTENSION CORDS NOT IN USE	<input type="checkbox"/>	<input type="checkbox"/>	35. WORK STATION ERGONOMICALLY DESIGNED	<input type="checkbox"/>	<input type="checkbox"/>
17. POWER STRIPS UL APPROVED WITH OVERLOAD PROTECTION	<input type="checkbox"/>	<input type="checkbox"/>	36. WORK AREAS ARRANGED TO DISCOURAGE WORKPLACE VIOLENCE	<input type="checkbox"/>	<input type="checkbox"/>
18. CUBE ADAPTERS NOT BEING USED	<input type="checkbox"/>	<input type="checkbox"/>	37. WORKPLACE VIOLENCE PROCEDURES IN PLACE	<input type="checkbox"/>	<input type="checkbox"/>

**LIST EACH ITEM # MARKED "NO" ABOVE. EXPLAIN THE HAZARD AND HOW IT WILL BE CORRECTED.**  
(IF MORE SPACE IS NEEDED USE THE FOLLOWING PAGE)

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