

SVSU WORKPLACE SAFETY INSPECTION CHECKLIST

Completed by: _____ Date: _____
 Building: _____ Room: _____
 _____ Phone: _____
 Department: _____

Periodic inspections help to identify unsafe conditions and work practices. EH&S recommends completing the checklist on an annual basis. Report any facility-related deficiencies below to ehs@svsu.edu.

1. GENERAL SAFETY	YES	NO	N/A	COMMENTS/DATE CORRECTED
1. Workplace is clean and orderly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Floors are clear, and aisles, hallways, and exits are unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Floor surfaces are kept dry and free of slip hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Stairways, sidewalks, and ramps are free of defects (e.g. damaged treads, frayed carpet).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Illumination is adequate in all common areas and workstations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Emergency evacuation plans are posted at eye level in every stairway and elevator landing, and immediately inside all public entrances to the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. All containers, including non-hazardous chemicals and wastes, are labeled with the full chemical or trade name. (For storage of hazardous chemicals, see below*)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Stored materials are secured & limited in height to prevent collapse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. 36" clearance maintained for electrical panels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Electrical cords and plugs are in good condition with proper grounding.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Extension cords and power strips are not daisy-chained and no permanent extension cords are in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Portable electric heaters have at least 36" of clearance from combustible materials (e.g. paper).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13. Equipment and machines are clean and working properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14. Adequate ventilation is provided to machines for preventing buildup of heat or gas emissions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15. Emergency stop switches on machines are identified and in proper working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16. Mechanical safeguards are in place and in proper working order (e.g. paper cutter guards).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SEE NEXT PAGE

2. FIRE	YES	NO	N/A	COMMENTS/DATE CORRECTED
1. Emergency exit signs are properly displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Fire alarms and fire extinguishers are visible and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Fire doors (e.g. in stairways) are kept closed unless equipped with automatic closing device.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. 18" vertical clearance is maintained below all sprinkler heads.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Fire extinguishers are serviced annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Corridors and stairways are kept free of obstruction and not used for storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

SITE-SPECIFIC INFORMATION/COMMENTS (as needed):