

## SAFETY SELF-INSPECTION CHECKLIST

DATE OF INSPECTION	CODE
INSPECTED BY	BLDG/ROOM(S) INSPECTED

*COMPLETE SECTIONS THAT APPLY TO THIS TYPE OF INSPECTION*

A	SAFETY AND HEALTH PROGRAM <i>(To be checked by division management)</i>	Yes	No	N/A
	Does the division have an active safety and health program in operation that deals with general safety and health elements as well as management of hazards specific to your division?			
	Are supervisors made responsible for activities of the safety and health program for their section?			
	Is there a working procedure for handling employee complaints regarding safety and health before the Safety Branch is involved?			
	Is a person assigned to coordinate safety inspection and tracking of safety deficiencies until corrected?			
	Are your branch/section supervisors required to conduct self-inspections quarterly of their workplace? (Use checklist below, items B through K)			
	Are annual hands-on fire extinguisher training and fire drills conducted?			
	Are employees who work with hazardous material receiving HAZCOM training?			
	Are employees who work with carcinogens and reproductive hazards receiving safety training?			
	Are near misses and mishaps reported to the Safety Branch?			
	Are supervisors attending annual safety training?			
B	WALKING-WORKING SURFACES	Yes	No	N/A
	Are workplaces clean, sanitary, and orderly?			
	Are all spilled hazardous materials or liquids, including blood and other potentially infectious materials, cleaned-up immediately by calling the Safety Branch at 767-2232?			
	Are aisles and passageways kept clear?			
	Are floor openings guarded by a cover or guardrail?			
	Are toeboards installed around the edges of permanent floor openings (where persons may pass below the opening)?			
	Are spilled materials cleaned up immediately and "floor wet" signs used?			
	Are mechanical and electrical rooms prohibited from being used for storage?			
	Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?			
C	FIRE SAFETY	Yes	No	N/A
	Are emergency lights working?			
	Do "exit" lights work and indicate appropriate egress direction?			
	Are extinguishers monthly inspected?			
	Are extinguishers readily accessible?			
	Are fire evacuation plans and fire bills posted?			
	Are aisles and passageways kept clear? (at least 44 inches clearance)			
	Are employees receiving annual fire safety training and do they participate in periodic fire drill evacuations?			
D	ELECTRICAL SAFETY	Yes	No	N/A
	Are portable electrical tools and equipment grounded or of the double insulated type?			
	Are flexible cords and cables free of frayed or cracked insulation, splices, or tapes?			
	Are strain relief clamps or other securing means provided on flexible cords or cables at plugs, tools, equipment, etc., and is the cord jacket securely held in place?			

<b>D</b>	<b>ELECTRICAL SAFETY (Cont.)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
	Are ground-fault circuit interrupters installed on 15 or 20 ampere, 120 volt AC circuits at wet and damp locations (within 6 feet of a sink, or wet area)?			
	Are all energized parts of electrical circuits and equipment guarded against accidental contact by approved cabinets or enclosure?			
	Are electrical panels and cut-off switches readily accessible?			
	Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment serviced?			
	Are extension cords used as a substitute for permanent wiring?			
	Are electrical appliances plugged directly into a wall outlet?			
<b>E</b>	<b>POWER OPERATED TOOLS AND EQUIPMENT</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
	Are grinders, saws, drill presses, belt sanders, lathes, and similar equipment provided with appropriate safety guards?			
	Are rotating or moving parts of equipment guarded to prevent physical contact (pulleys & belts, shafts, etc.)?			
	Are all cord-connected, electrically operated tools and equipment effectively grounded or of the approved double insulated type and are cords in good condition?			
<b>F</b>	<b>HAND TOOLS AND EQUIPMENT</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
	Are all tools and equipment (company and employee owned) used by employees at their workplace in good condition?			
	Are hand tools such as chisels and punches, which develop mushroomed heads during use, reconditioned or replaced as necessary?			
	Are broken or fractured handles on hammers, axes and similar equipment replaced promptly?			
	Are employees made aware of the hazards caused by faulty or improperly used hand tools?			
	Are appropriate safety glasses, face shields, etc. used while using hand tools or equipment which might produce flying materials or be subject to breakage?			
<b>G</b>	<b>POWDER-ACTUATED TOOLS (Example: Ramset)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
	Are employees who operate powder-actuated tools trained in their use and do they carry a valid operator's card?			
	Is each powder-actuated tool stored in its own locked container when not being used?			
	Do powder-actuated tool operators have and use appropriate personal protective equipment such as hard hats, safety goggles, safety shoes and ear protectors?			
<b>H</b>	<b>HAZARD COMMUNICATION</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
	Is there an authorized use list (AUL) of hazardous substances used in your workplace and is it current?			
	Is each container for a hazardous substance (i.e., bottles, containers, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?			
	Is there a Material Safety Data Sheet readily available for each hazardous substance used?			
	Are employees who work with hazardous material receiving HAZCOM training?			
	Is a personal protective equipment (PPE) list recommended for an operation posted at workplace communicated to employees? (Refer to IH survey report for the list)			
	Are waste chemical containers labeled for its contents and hazard?			
<b>I</b>	<b>CHEMICALS AND CHEMICAL PRODUCTS</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
	Are the amounts of chemical products in the work area limited to the amount necessary to perform work?			
	Are less hazardous materials being substituted where feasible?			
	Have surplus old chemicals and chemical products been identified for disposal?			
	Is down the drain disposal and/or evaporation of hazardous materials in chemical fume hoods forbidden?			
	Are flammable liquids kept in approved flammable storage cabinets?			
	Are flammables stored in refrigerators that are explosion proof?			
	Do highly toxic chemical and biohazard storage shelves have special warning signs?			

I	CHEMICALS AND CHEMICAL PRODUCTS (Cont.)	Yes	No	N/A
	Are incompatible chemicals stored separately?			
	Are chemical product container lids tightly closed when not in use?			
	Are laboratory benches kept clear of equipment and chemicals except those necessary for the work currently being done?			
	Are "HOT" signs posted to identify burners or hot surfaces that are left unattended?			
	Are food or beverages consumed or stored in areas where chemicals are used or stored?			
	Are refrigerators designated for food or chemical product storage marked "FOOD ONLY - NO CHEMICALS" or "NO FOOD" respectively?			
	Are annual surveys on local exhaust ventilation systems current and is sash height set at the recommended level when used?			
	Is the area of lab hoods for the storage of chemicals prohibited?			
J	GAS CYLINDERS	Yes	No	N/A
	Are valve caps on compressed gas cylinders in place when not in use?			
	Are gas cylinders secured to prevent them from being knocked over or damaged?			
	Are fuel/flammable gas cylinders and oxygen cylinders stored separately?			
	Are gas cylinders labeled to indicate contents?			
	Are compressed gas cylinders stored separately from empty cylinders and marked appropriately empty or full?			
	Are hydrostatic test dates on the compressed gas cylinders current?			
K	PERSONAL PROTECTIVE EQUIPMENT	Yes	No	N/A
	Are supervisors assessing the workplace to determine if hazards that require the use of personal protective equipment (for example, head, eye, face, hand, or foot protection) are present or are likely to be present? (Contact the Safety Branch if PPE is required)			
	Are protective goggles or face shields provided and worn where there is any danger of flying particles or corrosive materials?			
	Are common PPE maintained in a sanitary condition and ready for use?			
	Do you have eyewash facilities within the work area where employees are exposed to injurious corrosive materials?			
	Are eyewashes readily accessible and flushed IAW schedule?			
	Are hearing protection devices provided where occupational noise levels are identified to exceed permissible limits?			
<p>*REMARKS (All items marked "NO" should be individually explained here. If you need more space for your remarks, please use the reverse side of this form.)</p>				

\*REMARKS CONT. (All items marked "NO" should be individually explained here.)