



DEPARTMENTAL SELF-INSPECTION SHOP SAFETY INSPECTION CHECKLIST

MAKE SAFETY HAPPEN
SF State

INSTRUCTIONS

- * Per Executive Order 1039, shops and other similar spaces should be periodically inspected for hazards.
- * For each item, check Y for yes, N for No, or N/A. Retain all documentation regarding inspections, including findings and corrective actions taken for any "No" responses, for a minimum of 3 years.
- * Individual occupants *and* their departments are responsible for tracking and/or correcting deficiencies identified in their area of responsibility.
- * Building deficiencies such as repairs to doors, walls, etc., are to be submitted on-line to FSHD, via a Work Order Request.
- * Please provide a copy of the inspection form to EHS indicating the corrective action taken for each item marked "N" for NO,
- * Work order numbers including the item number they refer should be listed in the comment section of this form.

Building & Room:	Inspected by:
Date:	Department/Area Supervisor:

Y	N	N/A	GENERAL SAFETY & FIRE SAFETY
			1 Is the area around fire extinguishers, fire pull alarms, and in front of electrical panels kept clear? (36" per regulation)
			2 Is combustible storage kept 24" below ceiling? 18" below sprinkler deflector if sprinklers are present?
			3 Are exit doors and exit door access area clear of obstructions? Are self-closing fire doors kept closed (except when room is in use)? Are doors opening and closing properly?
			4 Are walkways and floors clear of debris and other trip hazards? (e.g., equipment cords, boxes, papers, etc.)
			5 Are power strips equipped with overcurrent protection, lying flat or secured to furniture or wall and not daisy chained (plugged into one another)?
			6 Has the use of extension cords as permanent power supplies been eliminated?
			7 Have power cords running through doorways, walls, or under rugs been removed?
			8 Housekeeping: Is the area free of excessive amounts of combustible materials such as paper, cardboard, etc.? Is the area organized and reasonably clean and free of debris?
			9 Have building deficiencies such as missing electrical cover plates, holes in walls, or other similar items been reported to FSHD via a work order request?
			10 Are food and drink kept out of shop rooms as required by CUPA regulations?
Y	N	N/A	EQUIPMENT SAFETY & TRAINING
			11 Is the University Lockout/Tagout Program implemented with equipment-specific procedure sheets readily available?
			12 Are all employees/students properly trained to use shop equipment with written training records up to date?
			13 Are all equipment power cords and extension cords in good shape, with no exposed wiring, and plugs secure?
			14 Is machine guarding in place and guides properly adjusted?
			15 Is PPE such as safety glasses, gloves, dust masks, etc. readily available and in good condition? (Refer to Safety Data Sheets (SDS) for required PPE applicable to chemical/product use.)
Y	N	N/A	HAZARDOUS MATERIALS & WASTES
			16 Are all containers, including non-hazardous chemicals and wastes, properly labeled in accordance with HazCom standards, including the full chemical or trade name. (Note: Abbreviations or formulas are not adequate.)
			17 Are incompatible materials properly segregated- e.g., corrosives / oxidizers? (See product SDS for list of incompatible chemicals).
			18 Are chemical and waste containers in good condition and kept closed when not in use?
			19 If present, are eyewash stations and/or drench showers unobstructed?
			20 Have all potential users of eyewash stations and/or drench showers (including students) been instructed in how to use the equipment?
			21 Are flammable liquids (> than 10 gallons total) stored in approved flammable liquid storage cabinets? Note: Up to 10 gallons per control area may be stored outside of cabinets.
			22 Are SDS sheets present for all chemicals/hazardous materials?
			23 Do all employees <i>and</i> students know where SDS sheets are located?
Y	N	N/A	COMPRESSED GASES
			24 Are cylinders stored in a dry, well-ventilated location & protected from sun, weather, and heat sources?
			25 Are cylinders > 26" tall secured to a rigid structure at 1/3 and 2/3 height with metal chains or sturdy non-combustible straps. (Maximum of two cylinders per restraint and one restraint per cylinder <26"?)
			26 Are cylinder valves closed and valve caps in place when not in use?
RECOMMENDATIONS			
			27 Is the Chemical Waste Labeling Guide posted where waste is accumulated?
			28 Emergency Preparedness: Have all employees completed the on-line SFSU Emergency Action Plan training course?
			29 If area has a first aid kit, is it fully stocked as needed?
			30 Earthquake Safety: Secure bookcases, shelving, etc. over 6' high to walls and/or anchor to floors. (Request Service from FMS)

Comments	