

Safety Inspection Checklist

Building/Department(s): _____

Date: _____

Inspector(s): _____

Checklist Items	Yes	No	NA	Checklist Items	Yes	No	NA
A. General-All Areas				G. Storage – Fire Protection			
1. Are all ceiling tiles in place and in good condition?				1. Is the storage of combustibles in the work area held to a minimum to avoid a fire hazard?			
2. Is all furniture in good/stable condition and properly adjusted?				2. Is clearance of at least 18 inches maintained around fire sprinkler heads?			
3. Are wall-mounted book cases free of excessive material on top and not overloaded? (Chemicals & heavy items should not be stored above head height (6 feet)).				3. Are flammable/combustible liquids in excess of one day's operational supply kept in approved flammable materials storage (FMS) cabinets?			
4. Are all walking or working surfaces free of tipping/slipping hazards?				4. Are all FMS cabinets free of combustible materials (cardboard, paper, plastic, etc.)?			
5. Are emergency phone numbers and procedures posted at or near telephones?				5. Are all flammable containers properly closed/covered to control vapors?			
6. Are all fans equipped with a blade guard with openings no greater than ½ inch?				6. Are all flammable/combustible containers properly labeled/identified?			
7. Is consumption of food, beverage, etc., prohibited where required?				7. Are all refrigerators used for storage of flammable/combustible liquids/materials approved and explosion proof?			
B. General – Shops				H. Storage – Compressed Glass Cylinders			
1. Are machine and belt guards in place and in good condition?				1. Are all cylinders properly secured with straps or chains to prevent tipping/falling?			
2. Is pedestal machinery securely anchored to the floor?				2. Are protective valve caps in place when cylinder is not in use?			
3. Is equipment properly maintained and adjusted to prevent personal injury and equipment damage?				3. Are empty and full cylinders stored separately?			
4. Are compressed air nozzles at the correct pressure of 30 psi or less?				4. Are only chemically compatible cylinders stored together?			
5. Is all piping appropriately identified as to contents/direction of flow?				5. Are cylinder contents adequately labeled and easily seen?			
6. Are hot pipes and surfaces guarded against contact and clearly marked "HOT"?				6. Is the correct regulator being used for the cylinder service?			
7. Are areas requiring use of protective equipment (e.g., Eye Protection Required, etc.) adequately posted with warning signs and enforced?				7. Are highly toxic gases stored in vented gas cabinets?			
8. Is damaged/malfunctioning equipment tagged "OUT OF SERVICE"?				I. Personal Protective Equipment			
C. Exits/Corridors				1. Is the requirement of use of protective equipment enforced?			
1. Are all corridors unobstructed?				2. Is the required personal protective equipment worn?			
2. Are all exit doors unobstructed?				3. When not in use, is personal protective equipment properly maintain/stored?			
3. Are exit signs posted and properly illuminated to clearly indicate exits?				4. Is personal protective equipment readily available for all personnel including visitors to the area?			
4. Are all exit doors able to be opened from the inside without special knowledge/keys?				5. Is all personal protective equipment free from damage and deterioration?			
5. Are exit doors free of slide bolts or locks?				6. Are all employees using respiratory protection properly trained and authorized by EH&S?			
D. Electrical				7. Is self-contained breathing equipment properly maintained/inspected?			
1. Is there at least three (3) feet clearance in front of electrical panels/breaker boxes?				J. Railing/Elevated Work Areas			
2. Are electric hand tools properly grounded/double insulated?				1. Are drain openings/pits in the floor or walking surfaces guarded to prevent tripping/slipping?			
3. Is the area free of extension cords?				2. Are toeboards in place on elevated platforms to prevent objects from falling off the platform?			
4. Is all electrical equipment plugged directly into wall outlets?				3. Are standard guardrails provided on elevated platforms?			
5. Are all cords/plugs free from damage or deterioration?				4. Are handrails provided and in good condition on stairways?			
6. Are switches and circuit breakers properly identified as to the service they are in and to what they control?				5. Are there provisions for safe access to elevated machinery/equipment?			
7. Are circuit breaker panels free of combustible materials?				K. Ladders			
8. Are covers plates in place on junction boxes to eliminate exposed wiring?				1. Are portable ladders in good repair and safe to use?			
9. Are "WARNING HIGH VOLTAGE" signs installed on high voltage enclosures for systems rated 600V or over?				2. Are mobile ladder stands in good condition?			
10. Is all electrical, including light fixtures, protected from physical damage by enclosure/guards?				3. Are standard guardrails provided on elevated platforms?			
E. Emergency Equipment				4. Are handrails provided and in good condition on stairways?			
1. Is emergency equipment (alarm pull boxes, eyewashes, showers, etc.) accessible and not blocked by equipment?				L. Forklifts			
2. Are emergency eyewashes provided in the required chemical areas?				1. Are defective forklifts taken out of service and tagged "DO NOT USE"?			
3. Are emergency showers provided in the required chemical areas?				2. Are forklift inspection forms current and maintained in a file?			
4. Is all emergency equipment in good condition?				3. Are load limits clearly posted in the area?			
5. Are spill kits accessible and fully stocked per list?				4. Are forklift operating rules clearly posted in the area?			
F. Storage – General				5. Are all operators trained and authorized?			
1. Is good housekeeping practiced in work area (Is it free of debris, combustibles, and obstructions? Are aisles maintained?)?							
2. Is storage adequately supported/stable to avoid tipping/falling?							
3. Is there at least two (2) feet clearance between stacked materials and ceiling light?							

Checklist Items	Yes	No	NA	Checklist Items	Yes	No	NA
M. Fire Protection				O. Computer Rooms			
1. Are there current welding permits displayed in welding area?				1. Are combustibles stored in approved, enclosed metal cabinets?			
2. Are all self-closing doors operational?				2. Is combustible waste, e.g., trash containers, cardboard boxes, etc., removed from the room daily or more often as needed?			
3. Are walls and floors free of holes/penetrations?				3. Is the computer room free of flammable/combustible liquids?			
4. Are no smoking regulations clearly posted and being followed in "NO SMOKING" areas?				4. Are computer tapes stored in approved, enclosed metal cabinets?			
5. Are fire extinguishers and signs clearly visible?				5. Is the raised floor free of unsealed cable holes?			
6. Is access to fire extinguishers clear and unobstructed?				6. Is the access to fire suppression and alarm systems unobstructed?			
7. Are all extinguishers in place and properly mounted?				7. Are floor tile pullers available and mounted?			
8. Are all extinguishers properly inspected (monthly) and maintained (annually)?				8. Are doors to the peripheral rooms closed?			
N. Training				9. Is paper stored in computer room limited to a one day supply?			
1. Have personnel been trained in the use of personal protective equipment?				10. Is the room free of repair shop operations?			
2. Are all employees trained in hazardous substances safety?				11. Is the room free of soldering irons?			
3. Have personnel working in high noise areas been trained in hearing conservation?				12. Is the room free of coffee makers, popcorn machines, electric floor/space heaters, etc.?			
4. Have employees who use respirators been trained, fit tested, and received the required health monitoring examination?				13. Are "NO SMOKING" signs posted and being enforced in computer rooms?			
5. Are employees who use self-contained breathing apparatus properly trained and authorized?				P. Grounds			
6. Evacuation Plans				1.			
				2.			
				3.			
				4.			

Comments	Corrective Actions

Reference: ehs.missouri.edu