

Safety Inspection Checklist for Workstations

UCOP Departmental Safety Officer Program

Instructions

1. Inspections should be conducted and documented annually
2. Print inspection form to document findings during inspection
3. Items marked “No” require corrective action
4. The date that these items are corrected should be documented on the inspection checklist
5. Completed inspection sheet should be maintained in department by DSO
6. DSO should consult with EHS for assistance, as needed
7. DSO should share inspection results with department management

Date of Inspection: _____

Name of Inspector: _____

Area Inspected: _____

Area Occupied By: _____

Supervisor/Manager: _____

General Safety

Yes No N/A Correction Date

Aisles, doorways and corners are free of obstructions				
Cubicle/office is free of tripping hazards				
All phone lines, computer wires, & electrical cord are secured				
Chairs and furniture are in good repair				
Heavy materials are stored on lower or middle shelves				
Floor/rug surfaces are clean, dry and free of obstructions				
Other:				

Electrical Safety

Yes No N/A Correction Date

Area is free of exposed electrical wires or equipment				
Proper use of surge protectors and extension cords				
One surge protector per duplex electrical outlet				
Exposed cords are covered with runners or cord protectors				
Employee owned electrical devices are properly used				
Other:				

Ergonomics

Yes No N/A Correction Date

Employee has completed the online training and assessment				
Ergonomist's recommendations have been implemented				
Other:				

Employee Training

Yes No N/A Correction Date

Employee is current on regular safety information				
Employee has received specialized training due to job assignment(s)				
Other:				