

SAFETY INSPECTION CHECKLIST

Environmental Health and Safety
 Washington State University
 Pullman, WA 99164-1172
 509-335-3041

INSTRUCTIONS: Inspect each work area using the checklist items below. Section I contains items applicable to all units. The applicability of Section II items is dependent on unit activities. Record deficient items and corrective actions in the space provided below each inspection category. Units should contact Environmental Health and Safety (EH&S) for assistance in conducting inspections and developing plans to correct deficient items which are not under the control or responsibility of the unit.

Submit copies of the completed inspection checklist to the unit administrator and EH&S.

NOTE: The number(s) in parentheses found at the end of some checklist items refer(s) to the *Safety Policy and Procedure Manual* section where more information can be found about the item.

SECTION I: ALL UNITS COMPLETE THIS SECTION

When all items are inspected, mark the **All items inspected** box, and note any deficiencies in the grid below. Indicate the date of inspection and the name of the person who performed the inspection.

General Requirements

Date Inspected	Inspected By
----------------	--------------

All items inspected (Note any deficiencies below.)

1. Is a written accident prevention program in place? (2.16)
2. Is there an active safety committee? (2.12)
3. Is a safety bulletin board maintained? (2.12, 2.14)
4. Are the *Job Safety and Health Protection* and *Notice to Employees* posters posted on the safety bulletin board? (Contact EH&S for posters; telephone 509-335-3041.) (2.14)
5. Is at least one person who is trained in first-aid at the work site at all times? (2.40)
6. Is there a suitable first-aid kit in the immediate work area? First-aid kits should be readily visible, accessible, and complete. (2.42, 2.78)
7. Are emergency telephone numbers posted on all first-aid kits and telephones?
8. Have all new employees received a safety orientation? (2.16)

Item #	Location	Deficiency / Recommendation for Corrective Action

Office Spaces

Date Inspected	Inspected By
----------------	--------------

All items inspected (Note any deficiencies below.)

9. Are aisles, hallways, and other high traffic areas free of obstructions such as wastebaskets, boxes, ladders, open file drawers, and personal belongings? (2.78)
10. Are electrical cords, telephone and computer wires kept out of areas such as walkways, aisles, and from under desks, where the cords and wires might entangle feet? (2.78)
11. Are materials (e.g., paper, supplies) stored properly to reduce the risk of falling objects? (2.74)
12. Are heavy items stored on shelves between knee and waist height to prevent top heavy shelves and back injury? (2.74)
13. Is a step ladder or stool available to reach high places? (2.78)
14. Are computer workstations designed and adjusted to fit each worker? (2.74)
15. Are chairs free from loose and broken parts, shaky legs, and missing casters?

Item #	Location	Deficiency / Recommendation for Corrective Action

SAFETY INSPECTION CHECKLIST

SECTION I (cont.)

General Work Areas and Walkways

Date Inspected	Inspected By
-----------------------	---------------------

All items inspected (Note any deficiencies below.)

16. Are all work sites clean and orderly? (2.78, 8.23)
17. Are work surfaces kept dry, or appropriate means taken to assure surfaces are slip-resistant? (2.78)
18. Are aisles kept clear? (2.78)
19. Are walking surfaces free from tripping hazards? (2.78, 8.50, 3.62)
20. Are materials or equipment stored in such a way that sharp objects do not protrude into the walkway? (2.78)
21. Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or ground?
22. Is there adequate lighting during power failures? (Contact WSU Fire Marshal for assistance.)

Item #	Location	Deficiency / Recommendation for Corrective Action

Stairs and Stairways

Date Inspected	Inspected By
-----------------------	---------------------

All items inspected (Note any deficiencies below.)

23. Are standard hand rails in place on all stairways having two or more risers?
24. Are step risers uniform from top to bottom and in good repair?
25. Are stairways free from obstructions, such as stored items? (2.78)

Item #	Location	Deficiency / Recommendation for Corrective Action

Electrical Safety

Date Inspected	Inspected By
-----------------------	---------------------

All items inspected (Note any deficiencies below.)

26. Is each electrical panel free of obstruction with a minimum of 30 inches of access clearance?
27. Are electrical extension cords in good condition without splices, deterioration, or damage? (2.72, 2.78)
28. Is the electrical disconnect (i.e., circuit breaker) to departmental equipment labeled as to its function? (2.72)
29. Are electrical extension cords protected from potential damage by not being run through walls, ceilings, floors, doorways, windows, and under carpets? (2.72, 2.78)
30. Are extension cords equipped with a grounding prong? (2.72, 2.78)
31. Are extension cords used for temporary wiring purposes only and not as a substitute for permanent wiring? (2.72)
32. Are all unused openings in electrical enclosures and fittings, such as conduits, junction boxes, and electrical panels, closed? (2.72)
33. Are all switches, receptacles, and junction boxes equipped with covers or plates? (2.78)
34. Is each outlet receptacle within six feet of a water source (i.e., sink) equipped with a ground fault circuit interrupter?

Item #	Location	Deficiency / Recommendation for Corrective Action

SECTION I (cont.)

Fire Safety

Date Inspected	Inspected By
-----------------------	---------------------

All items inspected (Note any deficiencies below.)

- 35. Are evacuation maps posted showing the location of exits, fire extinguishers, first-aid kits, and automated external defibrillators (AEDs)?
- 36. Are all exits free of obstructions? (2.78, 8.24)
- 37. Are all self-closing doors free to close (not secured in the open position)? (2.78)
- 38. Do all fire alarm boxes and annunciator panels have unobstructed access?
- 39. Does each fire sprinkler have at least 18 inches of clearance between the sprinkler head deflector and the top of any stored materials?
- 40. Is each refrigerator, freezer, or cooler in a laboratory area labeled to indicate whether or not it is suitable for storing flammable liquids? (8.12)
- 41. Are flammable liquids stored in accordance with 8.12?
- 42. Are space heaters used in accordance with 8.50?
- 43. Is each electrical cooking appliance (e.g., coffee pot, hotplate) sitting on a flat noncombustible surface (e.g., ceramic pad)?

Item #	Location	Deficiency / Recommendation for Corrective Action

SECTION II: COMPLETE ALL SECTIONS APPLICABLE TO UNIT ACTIVITIES

*If an entire section does not apply to unit activities, mark the **Not applicable** box, and continue to the next section.*

*When all items are inspected, mark the **All items inspected** box and note any deficiencies in the grid below. Indicate the date of inspection and the name of the person who performed the inspection.*

Personal Protective Equipment (PPE)

(See *SPPM* Chapter 3.)

Date Inspected	Inspected By
-----------------------	---------------------

Not applicable

All items inspected (Note any deficiencies below.)

- 44. Have supervisors performed and documented task assessments to identify potential hazards requiring the use of PPE (such as eye and face, head, hand, respiratory, and hearing protection)? (*SPPM* Chapter 3)
Contact EH&S for assessment advisory guidelines for nonlaboratory work or see the Laboratory Safety Manual for PPE guidelines for laboratories.
- 45. Has EH&S conducted monitoring of high noise activities (e.g., operations using power tools and heavy equipment)? (3.21)
- 46. Has EH&S evaluated the need for respiratory protection where employees are exposed to dusts, mists, fumes, and vapors? (3.24)

SECTION II: (cont.)

Personal Protective Equipment (PPE) (cont.)

- 47. Has PPE been selected and provided based on the hazard assessment? (3.10)
- 48. Have employees been trained in the use of PPE? (3.10)
- 49. Has employee PPE training been documented? (3.10)

Item #	Location	Deficiency / Recommendation for Corrective Action

SECTION II (cont.)

**Elevated Work Surfaces
(e.g., overhead storage, platforms)**

Date Inspected	Inspected By
-----------------------	---------------------

- Not applicable All items inspected (Note any deficiencies below.)

- 50. Are guardrails provided for surfaces elevated more than 30 inches above the floor or ground in public spaces and 48 inches above the floor or ground in work areas (not including loading docks)?
- 51. Is material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading?
- 52. Are employees properly trained to use scaffolding, and articulating and scissors lifts?

Item #	Location	Deficiency / Recommendation for Corrective Action

Portable Ladders

Date Inspected	Inspected By
-----------------------	---------------------

- Not applicable All items inspected (Note any deficiencies below.)

- 53. Are all ladders maintained in good condition, with tight joints between all steps and side rails, securely attached hardware and fittings, and freely operating moveable parts?
- 54. Are nonslip safety feet provided on each ladder?
- 55. Are ladder rungs free of grease and oil?
- 56. When a portable ladder is used to gain access to an elevated platform, roof, etc., does the ladder extend at least 3 feet above the elevated surface?
- 57. Are ladders inspected before each use? (2.78)
- 58. Are employees properly trained to use ladders?

Item #	Location	Deficiency / Recommendation for Corrective Action

Hand Tools and Equipment

Date Inspected	Inspected By
-----------------------	---------------------

- Not applicable All items inspected (Note any deficiencies below.)

- 59. Are all tools and equipment (WSU- and employee-owned) in good condition?
- 60. Are all tools such as chisels and punches, which develop mushroom heads, reconditioned or replaced as necessary?
- 61. Is each tool handle wedged tightly in the head of the tool and free from cracks and splits?
- 62. Are all cutting edges kept sharp so the tools will move smoothly without binding or skipping?

Item #	Location	Deficiency / Recommendation for Corrective Action

SECTION II: (cont.)

Portable (Power-Operated) Tools and Equipment

Date Inspected	Inspected By
-----------------------	---------------------

- Not applicable All items inspected (Note any deficiencies below.)

- 63. Are all grinders, saws, and similar equipment provided with shields and guards as required by the manufacturers?
- 64. Is each circular saw equipped with guards above and below the base shoe?
- 65. Are circular saw guards checked to assure that the guards are not wedged up, leaving the lower portions of the blades unguarded?
- 66. Are rotating or moving parts of equipment guarded to prevent physical contact?
- 67. Are effective guards in place over belts, pulleys chains, and sprockets?
- 68. Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?
- 69. Are power cords free of cuts, splices, and other damage?
- 70. Are employees trained to use tools and equipment according to the manufacturer's instructions?
- 71. Is personal protective equipment readily available and used when operating tools? (3.10)

Item #	Location	Deficiency / Recommendation for Corrective Action

Abrasive Wheel Grinders

Date Inspected	Inspected By
-----------------------	---------------------

- Not applicable All items inspected (Note any deficiencies below.)

- 72. Is the work rest used and adjusted to within 1/8 inch of the wheel?
- 73. Is the adjustable tongue guard on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?
- 74. Do side guards cover the spindle, nut, flange, and 75 percent of the wheel diameter?
- 75. Are goggles, face shields, and hearing protection always worn when grinding?
- 76. Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
- 77. Before new abrasive wheels are mounted, are they visually inspected and ring tested?

Item #	Location	Deficiency / Recommendation for Corrective Action

Machine Safety (See SPPM 3.62 and 3.68)

Date Inspected	Inspected By
-----------------------	---------------------

- Not applicable All items inspected (Note any deficiencies below.)

- 78. Is each piece of machinery and equipment kept clean and properly maintained?
- 79. Is sufficient clearance provided around and between machines to allow for safe operations, set-up and servicing, material handling, and waste removal?
- 80. Is there a power shut-off switch within reach of the operator's position at each machine?
- 81. Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?
- 82. Are all emergency stop buttons colored red?
- 83. Are all belts/pulleys, chains/sprockets, and gears within seven feet of the floor or working level completely enclosed with a guard?
- 84. Are methods provided to protect operators and others in the machine area from hazards created at the point of operation, at in-going nip points, and from rotating parts, flying chips, and sparks?

SECTION II: (cont.)

Machine Safety (cont.)

- 85. Are machines equipped to prevent automatic starting when power is restored after a power failure or shutdown?
- 86. If machinery is cleaned with compressed air, is the hose equipped with a nozzle designed to reduce the pressure to 30 p.s.i. or less and are safety goggles used?
- 87. Is each fan blade located within seven feet of the floor protected with a guard having openings no larger than 1/4 inch?
- 88. Are saws used for ripping equipped with anti-kick back devices and spreaders?
- 89. Is each radial arm saw adjusted so that the cutting head will gently return to the back of the table when released?
- 90. Is each radial arm saw adjusted so that the cutting head does not extend past the edge of the table?

Item #	Location	Deficiency / Recommendation for Corrective Action

Lockout Procedures (See SPPM 3.68.)

Date Inspected	Inspected By
-----------------------	---------------------

- Not applicable All items inspected (Note any deficiencies below.)

- 91. Are cord-and-plug-connected equipment disconnected from outlet receptacles during repair, servicing, set-up, and maintenance where unexpected activation of equipment could cause injury? (Copy machines excluded)
- 92. Is each fixed-wired equipment item disconnected and locked-out from power sources (e.g., electrical, pneumatic, hydraulic) during repair, servicing, set-up, and maintenance when unexpected activation of equipment could cause injury?
- 93. Is all stored energy (e.g., electrical, hydraulic, pneumatic, gravity) released or blocked before equipment is locked-out for service, repairs, set-up, and maintenance?
- 94. Is there a written and implemented lockout program? (3.68)
- 95. Are employees trained concerning the unit's lockout program?

Item #	Location	Deficiency / Recommendation for Corrective Action

Welding, Cutting, and Brazing

Date Inspected	Inspected By
-----------------------	---------------------

- Not applicable All items inspected (Note any deficiencies below.)

- 96. Are employees and students who may be exposed to hazards created by welding, cutting, or brazing protected with personal protective equipment, such as eye and face protection, gloves, aprons, and respirators?
- 97. Is there adequate ventilation where welding or cutting is performed?
- 98. Are welding areas screened to protect nearby workers and bystanders?
- 99. Is a suitable fire extinguisher available for immediate use?
- 100. When the object to be welded or cut cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?
- 101. Before hot work is begun, are used drums, barrels, tanks, and other containers cleaned so that no substances remain that could explode, ignite, or produce harmful vapors?
- 102. Are compressed gas cylinders, valves, couplings, regulators, and hoses free from oil and greasy substances and regularly inspected for obvious defects?
- 103. Are work and electrode leads frequently inspected for wear and damage?

SECTION II: (cont.)

Lockout Procedures (cont.)

Item #	Location	Deficiency / Recommendation for Corrective Action

Compressed Gas Cylinders

Date Inspected	Inspected By
-----------------------	---------------------

Not applicable

All items inspected (Note any deficiencies below.)

- 104. Is each cylinder labeled with the identity of the contents and associated hazard warnings?
- 105. Is each empty cylinder marked with a tag or sign reading "Empty" or "MT"?
- 106. Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons?
- 107. Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?
- 108. Are cylinders grouped together by hazard classification and segregated?
- 109. Are oxygen cylinders stored at least 20 feet away from fuel-gas cylinders?
- 110. Is each cylinder stored and transported in a manner to prevent it from creating a hazard by tipping, falling, or rolling by securing it upright with a chain or strap to a wall, handtruck, or bench?
- 111. Are valves, regulators, gauges, couplings, and hoses compatible with the pressure and contents of the cylinders?
- 112. Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?

Item #	Location	Deficiency / Recommendation for Corrective Action

Cranes and Hoists

Date Inspected	Inspected By
-----------------------	---------------------

Not applicable

All items inspected (Note any deficiencies below.)

- 113. Are cranes and hoists visually inspected before each use for obvious defects to the operating mechanisms, hydraulic systems, hooks, and slings?
- 114. Is each overhead electric hoist equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?
- 115. Is the rated load of each crane/hoist legibly marked?
- 116. Are the controls of cranes/hoists plainly marked to indicate the direction of travel or motion?
- 117. Are hooks with safety latches used when hoisting materials so that slings or load attachments will not accidentally slip off the hoist hooks?
- 118. Are securing chains, ropes, chokers, or slings rated and appropriate for the load being lifted?
- 119. When hoisting material or equipment, are provisions made to assure no one will be under the suspended load?

Item #	Location	Deficiency / Recommendation for Corrective Action

SECTION II: (cont.)

Forklifts (Industrial Trucks)
(See *SPPM* 3.64)

Date Inspected	Inspected By
-----------------------	---------------------

- Not applicable All items inspected (Note any deficiencies below.)

120. Are only trained personnel allowed to operate forklifts? (3.64)
 121. Are forklifts inspected before each shift?
 122. Are forklifts/industrial trucks with internal combustion engines carefully checked to ensure that operations in buildings or enclosed areas do not create harmful concentrations of dangerous gases or fumes?
 123. Do forklift brakes and lifting mechanism work properly?

Item #	Location	Deficiency / Recommendation for Corrective Action

Confined Spaces (See *SPPM* 3.32.)

Date Inspected	Inspected By
-----------------------	---------------------

- Not applicable All items inspected (Note any deficiencies below.)

124. Has EH&S evaluated tanks, pits, vaults, or similar confined spaces that employees may enter?
 125. Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances, and explosive concentrations in confined spaces (e.g., tanks, pits and vaults) before entry? (Contact EH&S for assistance.)
 126. Are proper signs in place at confined spaces? (Contact EH&S For assistance.)

Item #	Location	Deficiency / Recommendation for Corrective Action

Chemical Safety (See 5.10)

Date Inspected	Inspected By
-----------------------	---------------------

- Not applicable All items inspected (Note any deficiencies below.)

127. Is there a written chemical hazard communication program for nonlaboratory work areas where chemicals are used? (5.10)
 128. Is there an implemented *Laboratory Safety Manual* for laboratory work areas where chemicals are used?
 The *Laboratory Safety Manual* contains additional inspection items applicable only to laboratories.
 129. Is a sign posted at the entrance to each laboratory room describing hazards and required protective measures?
 130. Are employees using appropriate personal protective equipment and clothing when handling chemicals? (See item #45.)
 131. Have control procedures such as ventilation and chemical handling systems been implemented for hazardous materials where appropriate?
 132. Is there a safety data sheet (SDS) readily available for each chemical used?
 133. Is each container of a hazardous material (e.g., vats, tanks, bottles, etc.) properly labeled?
 A proper label includes: chemical identity and hazard warning (i.e., physical and health effect; target organs). See the *Laboratory Safety Manual* for labeling requirements for teaching and research laboratories.
 134. Are employees informed as to the chemical hazards in their work area and the appropriate protective measures?
 135. Are chemicals stored so that incompatibles (such as acids and bases, organics and oxidizers) are separated?
 136. Are liquid chemical containers stored within secondary containment to control spills and incompatible reactions?
 137. Are emergency washing facilities (i.e., eyewashes and showers) available when injurious chemicals are used? (5.15)
 138. Are emergency washing facilities free of obstacles blocking use of the facilities?
 139. Are emergency eyewashes inspected weekly to verify proper operation? (5.15)

SECTION II: (cont.)

Chemical Safety (cont.)

Item #	Location	Deficiency / Recommendation for Corrective Action

Chemical Waste Management

Date Inspected	Inspected By
-----------------------	---------------------

Not applicable

All items inspected (Note any deficiencies below.)

- 140. Have *Waste Identification* assessments been performed to determine what needs to be collected for chemical waste disposal?
To request this service, contact EH&S.
- 141. Are automotive fluids, inks, developers, cleansers, paints, solvent, stabilizers, and all solid or liquid lab chemicals disposed of according to WSU policy?
Chemical wastes cannot be drain disposed, evaporated, or placed in the trash without prior EH&S approval. (5.66)
- 142. Have employees attended EH&S Chemical Waste Management training within the last two years?
Contact EH&S to schedule training at the unit location.
- 143. Are all wastes managed according to *SPPM 5.66* and *5.68*?
- 144. Are waste containers labeled upon the first addition of waste?
Departments may obtain Dangerous Waste Labels from the EH&S website at ehs.wsu.edu/ or from Central Stores, item #60939. Labels may also be obtained by ordering Chemical Collection Request forms (labels included), item #47860.
- 145. Do employees submit a Chemical Collection Request (CCR) form to EH&S to initiate waste collection?
Departments may access an online version of the CCR at the EH&S website at ehs.wsu.edu/ or may obtain paper copies from Central Stores, item #47860.
- 146. Before purchasing new chemicals is the EH&S recycled chemical list reviewed to determine the availability of recycled chemicals?
See the list of currently available recycled chemicals at the EH&S website at <http://ehs.wsu.edu/>. To be eligible for recycling, chemicals must be unused, and in their original, sealed containers. Recycled chemicals may be submitted using the normal waste reporting procedures. (5.66)
- 147. Are all used batteries recycled?
EH&S accepts, at no charge, all types of batteries from University equipment or departments, including alkaline, lead acid, nickel cadmium, lithium, and mercury. See the EH&S website at ehs.wsu.edu/ for more information and to request collection of used batteries.
- 148. Have nonhazardous or less hazardous chemical alternatives been evaluated?
To request pollution prevention assistance, contact EH&S.
- 149. Are employees trained and equipped to clean up chemical spills?
Employees who are not trained should evacuate the immediate area and keep passersby from entering the contaminated area. Telephone 911 to report all spills (except mercury thermometers) and EH&S will respond and provide clean-up and monitoring services. Contact EH&S directly to report mercury spills; telephone 509-335-3041.

Item #	Location	Deficiency / Recommendation for Corrective Action