

CSULB General Facility Inspection Checklist

Location: _____ **Date:** _____ **Telephone:** _____

Supervisor: _____ **Department:** _____

Inspector: _____ **Job Title :** _____

- | Y | N | NA | Administration |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have all employees received General Safety training? (NEST, fire, earthquake, ergonomics, lifting emergency evacuation, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all employees familiar with the use of MSDSs? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have all employees been instructed in how to operate the equipment they are required to use? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have all employees been trained in how to protect themselves from the hazards identified in their work area? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all employees current on any specialized training (lock out/tag out, confined space, respirator use and fit testing, etc.) needed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all training records complete and current for each employee? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are OEM equipment manuals for all equipment on site and available for use by employees? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do all employees have access to the department "Action Plan" and know their responsibilities? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are the Cal/OSHA Information Poster, Worker's Compensation Bulletin, and Annual Injury and Illness summaries posted? |
| Fire Safety | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all fire exits clearly marked and unobstructed? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all aisles cleared with at least a 44 inch pathway and building exit corridors completely cleared? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all flammable solvents in excess of 10 one gallon containers stored in approved flammable storage cabinets? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are spray-painting operations which employ flammable materials conducted inside approved spray booths? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are flammable gas cylinders stored at least 20 feet away from oxygen cylinders and/or ignition sources? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are fire separations intact (no holes in fire walls, no doors to exit corridors propped open etc.) ? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are charged, wall mounted fire extinguishers (of the appropriate type) available within 75 feet of all work stations? |

Y N NA

- Is there an inspection card attached to each fire extinguisher, and are monthly inspections properly documented?

Electrical Safety

- Are all plugs, cords, and receptacles in good condition (no exposed conductors, splices, or broken insulation)?
- Are all circuit breaker and power disconnect panels accessible, with labels identifying the function of each switch?
- Are plug adapters and multiples connection extenders banned? (Install additional outlets or properly rated fused power strips in lieu of extenders or adapters.)
- Is permanent building wiring installed away from public or occupant contact (in conduit, raceways, or walls)?
- Are ground fault interrupter devices available for use in wet areas?
- Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip's rating; otherwise install additional outlets to reach equipment. Do not link extension cords together.)

Machine Safety

- Is defective equipment promptly repaired? (If the defect poses imminent danger, remove equipment from service.)
- Are all machine guards fro belts, gears, and points of operation in place and adjusted properly?
- Are machine and tool switches safe (easy access to disengage and stay off if de-energized and re-started)?
- Are gas welding torches equipped with flash-back arrestors? Are arc welders properly grounded to safe wiring?
- Are air tanks >1.5 cubic feet (11.22 gallon) capacity inspected as evidenced by a current posted Ca/OSHA Pressure Vessel Unit permit?
- Do compressed air nozzles have relief ports to safely vent if the orifice is blocked?
- Are cranes, slings, ropes, hoists, jacks, jack stands, etc. inspected prior to each use, and used safely?

General Safety

- Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
- Are cabinets, shelves, and equipment greater than 5 feet high secured to prevent toppling during an earthquake?
- Are cutting blades (and other non-medical sharps) disposed of in rigid containers to prevent injury to personnel?
- Are guardrails installed around floor openings and lofts, along catwalks, etc. to prevent employee falls?

Y N NA

- Where equipment must be serviced by employees at elevated locations on roofs (greater than 6 feet in elevation) are guard rails installed or is an approved and engineered fall protection system in place?
- Are potable water, soap and towels available for employee hand washing?
- Are all plumbing fixtures served by industrial water labeled to prevent drinking?
- Are forklifts inspected frequently for defects (and inspection records maintained), equipped with required safety devices, and operated in a safe manner?
- Are excessive noise levels adequately controlled? (Contact SMRIS for assistance in monitoring.)
- Is an approved and inspected first aid kit available, and it's location known to all employees?
- Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2 inch shelf lips or other means of restraining shelf contents, especially above exits and employee work stations.)
- Are cross-connections between potable water and sewer inlets promptly identified and abated (remove hoses which extend into sinks or down drains) , and leaking backflow protection devices promptly repaired?

Hazardous Materials/Spill Protection

- Are chemicals stored to prevent spills?
- Are carcinogens handled safely to reduce employee exposure? (Report use of regulated carcinogens to SRMIS.)
- Are chemicals separated by hazard class (acids, bases, oxidizers, flammable, etc.)?
- Are chemicals inventoried with copies provided to SRMIS?
- Are chemical wastes properly segregated and stored with CSULB hazardous waste tags attached to the containers?
- Are all hazardous wastes disposed of by SRMIS and not discharged into the sewer or storm drain systems?
- Where corrosive chemicals are used, is a plumbed emergency shower available within 10 seconds travel by employees?
- Are gloves suitable for the hazard warranting protection available and in use (welding, chemical protection, general protection)?
- Is eye protection suitable for the hazard warranted and ANSI rated available?
- Is an emergency eyewash available within 10 seconds of all chemical splash or mechanical hazards?
- Is hearing protection suitable for the hazard warranting protection available?
- Are safety shoes available for those employees subject to falling, crushing or penetrating hazards?
- Are hard hats appropriate for the hazard and ANSI rated available to employees and used?

- | Y | N | NA | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are aprons or other suitable protective clothing available to employees subject to chemical splashes, oil, grease, etc.? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are lock out/tag out procedures followed, and appropriate locks, Accident Prevention tags, and other LOTO securing devices available and used on isolate hazardous energy sources? |

Other Notations

Comments
