

# CSULB IIPP OFFICE SAFETY INSPECTION CHECKLIST

California State University, Long Beach

Location \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Supervisor \_\_\_\_\_ Department \_\_\_\_\_

Inspector \_\_\_\_\_ Job title \_\_\_\_\_

## Administration and training

Yes  No  N/A  1. Are all safety records maintained in a centralized file for easy access?

Yes  No  N/A  2. Are the safety records (inspections, training documents, ect.) current?

Yes  No  N/A  3. Have all employees attended Injury & Illness Prevention Program training (provided by SRMIS)?

Yes  No  N/A  4. Does the department have a completed Emergency Action Plan? Are employees being trained on its contents?

Yes  No  N/A  5. Are chemical products used in the office being purchased in small quantities? Are Material Safety Data Sheets needed?

Yes  No  N/A  6. Are the Cal/OSHA information poster, Workers' Compensation bulletin, annual accident summary (must be posed during February, at a minimum), and Emergency Response Guide flipchart posted? Is the SRMIS newsletter being received and posted?

Yes  No  N/A  8. Are annual workplace inspections being performed and documented?

## General safety

Yes  No  N/A  9. Are exits, fire alarms, pull boxes, and sprinklers clearly marked and unobstructed?

Yes  No  N/A  10. Are aisles and corridors unobstructed to allow unimpeded evacuations?

Yes  No  N/A  11. Is a clearly identified, unobstructed, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? For extinguisher service, contact Facilities Management at 5-HELP.

Yes  No  N/A  12. Are ergonomic issues being addressed for employees using computers?

Yes  No  N/A  13. Is a fully stocked first-aid kit available? Is the location known to all employees in the area?

Yes  No  N/A  14. Are cabinets, shelves, and furniture over five feet tall secured to prevent toppling during earthquakes?

Yes  No  N/A  15. Are books and heavy items and equipment stored on low shelves and secured to prevent them from falling on people during earthquakes?

Yes  No  N/A  16. Is the office kept clean of trash and recyclable materials promptly removed?

### **Electrical safety**

Yes  No  N/A  17. Are plugs, cords, electrical panels, and receptacles in good condition? No exposed conductors or broken insulation?

Yes  No  N/A  18. Are circuit breaker panels accessible and labeled?

Yes  No  N/A  19. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?

Yes  No  N/A  20. Is lighting adequate throughout the work environment?

Yes  No  N/A  21. Are extension cords being used correctly? They must not run through walls, doors, ceiling, or prevent a trip hazard running across aisles. Extension cords are for temporary use only.

Yes  No  N/A  22. Are portable electric heaters being used? Is the user department aware of Executive Order 987 banning the use of resistance heaters in university facilities?

Yes  No  N/A  23. Is the paper cutter guard in place?

