

Appendix D: Safety Inspection Report

Inspector: _____ Date: _____ Department: _____ Building: _____

Room numbers inspected: _____

Office, Classroom, Labs, and Shops - Safety Checklist		
INSPECTION	YES or NO	Room # / Area
Fire Hazards		
Fire extinguishers have been inspected within the last month?		
Fire extinguishers are clearly labeled?		
Fire extinguishers are easily accessible?		
Fire exit procedures are clearly posted?		
Walkways and Exits		
Emergency exits are clear of obstructions?		
Emergency exit signs are working and visible?		
Walkways are clear of obstructions e.g. equipment and material?		
Floors are kept dry?		
Flooring is in good condition? No loose or lifting tiles and/or carpet?		
Electrical Equipment		
Electrical panels are free of obstructions?		
Electrical panels are kept locked?		
Electrical cords are stored properly to prevent trips & falls?		
No exposed wire or damaged electrical cords?		
Storage & Clutter		
Large cabinets are strapped down or secured to the walls?		
Are heavier items stored on lower shelves?		
Are storage areas neat and orderly?		
Are ladders provided where needed in storage areas?		
Are storage items properly stacked or stored to prevent toppling?		

Comments:

<u>Fire Hazards:</u>
<u>Walkways and Exits:</u>
<u>Electrical Equipment:</u>
<u>Storage and clutter:</u>

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Science Labs <u>Only</u> - Safety Checklist		
INSPECTION	YES or NO	Room # / Area
Laboratory Stations		
Eyewash station and shower are easily accessible?		
Eyewash stations are properly maintained and inspected?		
Fume hoods are properly functioning and not being used for storage?		
Fume hoods have been certified within the last year?		
Laboratory equipment is in good condition and properly functioning?		
Sharps waste container is present and properly disposed of? (if required)		
Food and beverages are absent from all labs and chemical handling/storage areas?		
Chemical & Biological Hazards		
All Chemical and biological hazards are labeled and stored correctly?		
Flammable liquids are stored in flammable storage cabinets?		
Chemical spill clean-up procedures and trainings are available?		
All laboratories have spill clean-up kits and are in working order?		
Hazardous chemical waste are properly labeled, stored and disposed?		
Personal Protective Equipment (PPE)		
Safety eyewear is available and in good condition? (ANSI Z 87 D3+)		
Safety gloves, Lab coat are available and in good condition?		
Proper footwear and clothing are worn? No open toed shoes.		

Technical labs / Shops <u>Only</u> – Safety Checklist		
INSPECTION	YES or NO	Room # / Area
Shop Stations		
Shop stations and equipment are properly maintained and inspected?		
Floors are free of debris and kept clean to prevent falls?		
All parts and tools are stored securely?		
Power supply to all electrical tools is turned off while stored or not in use to prevent shocks?		
Rooms are properly ventilated to avoid inhalation of harmful fumes?		
Chemical Hazards		
Liquid spill clean-up procedures and training are available?		
All shops/ labs have spill clean-up kits and are in working order?		
Food and beverages are absent from all shops and consumed outside?		
Hazardous chemicals and materials are properly stored and disposed?		
Personal Protective Equipment (PPE)		
PPE signage is posted and visible?		
Safety eyewear is available and in good condition?		
Safety gloves are available and in good condition?		
Proper footwear and clothing are worn? No open toed shoes.		

Managers Print

Manager Signature