

Lane Community College Safety Inspection Checklist Shop Areas

The Safety Committee has developed this form to assist Lane staff in identifying and when necessary, correcting safety hazards.

Please send completed form to: Dawn Barth, Risk Management

Completed by:					
Phone ext.:					
Date:					
Building:					

General Work Environment

	Y	N	Comments/Date Corrected		
1. Are emergency telephone numbers and procedures posted where they can be readily used in case of emergency?					
2. Are first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?					
3. Are employees trained in emergency response and evacuation procedures?					
4. Are combustible materials, such as paper, cardboard, kept to a minimum?					
5. Are materials stored in a manner to prevent sprain or strain injuries to employees when retrieving the materials?					

Earthquake

	Y	N	Comments/Date Corrected		
1. Are furniture and equipment over 4 feet tall braced to prevent tipping in an earthquake?					
2. Do shelves in the immediate work area that contain heavy items such as textbooks, boxes or computer equipment have earthquake lips/barriers to prevent materials falling off and hitting someone during an earthquake?					

Walkways					
			Y	N	Comments/Date Corrected
1. Are walking surfaces kept dry or appropriate means taken to ensure that surfaces are slip-resistant?					
2. Are aisles and passageways kept free of obstruction so that the area is easily evacuated in case of an emergency?					
3. Are materials or equipment stored so sharp objects do not obstruct the walkway?					
4. Are grates or similar covers over floor openings , such as floor drains, of such design that foot traffic or rolling equipment will not be caught by the spacing and in good repair?					
Stairs and Stairways					
			Y	N	Comments/Date Corrected
1. Are standard stair rails and handrails present on all stairways having four or more risers?					
2. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?					
3. Do stairways that are greater than 48" wide have handrails on both sides of the stairway?					
Electrical					
			Y	N	Comments/Date Corrected
1. Are all extension cords in good condition with no fraying, exposed wire, or deteriorated insulation? Used only as temporary wiring?					
2. Are powerstrips connected into another powerstrip? Are equipment like refrigerators, microwaves, space heaters plugged directly into the wall and not into powerstrips?					
3. Are all electrical enclosures such as switches, receptacles, and junction boxes provided with tight-fitting covers or plates?					
4. Do all electrical equipment (eg. Copiers, computers) have 3 pronged grounded plugs? (No 3-pronged equipment should be plugged into 2-pronged adapters)					

Fire Protection					
			Y	N	Comments/Date Corrected
1. Are materials stored 24" from ceiling in non-sprinklered buildings and 18" from ceiling in sprinklered buildings?					
2. Are fire alarm pull boxes clearly identifiable and unobstructed?					
3. Are fire extinguishers identifiable and unobstructed?					
4. Are fire extinguishers tagged with annual and current monthly inspections?					
5. Are Exit signs unobstructed and clearly visible from all aisles hallways?					
6. Do self-closing devices and door latches on fire-rated doors work freely? (Doorstops are not permitted)					
Elevated Surfaces					
			Y	N	Comments/Date Corrected
1. Are signs posted, when appropriate, showing elevated floor loading capacity?					
2. Are elevated surfaces (more than four feet above the floor or ground) on which people may walk provided with standard guardrails?					
3. Is a permanent means of access/egress provided to elevated work surfaces?					
4. Is material on elevated surfaces piled, stacked, or racked in a manner to prevent it from tipping, falling, collapsing, rolling, or spreading?					
Exit or Egress					
			Y	N	Comments/Date Corrected
1. Are all exits marked with an exit sign and illuminated by a reliable light source?					
2. Are all exits kept free of obstructions and unlocked?					
3. Are at least two means of egress provided from elevated platforms, pits, or rooms where the absence of a second exit would increase the risk of injury from hazardous materials?					
4. Are there sufficient exits to permit prompt escape in case of emergency?					
5. Are cold-storage rooms provided with an inside release mechanism that will release the latch and open the door even if it is padlocked or otherwise locked on the outside?					
Personal Protective Equipment					
			Y	N	Comments/Date Corrected
1. Has there been an assessment of the hazards that might require PPE, including a review of injuries?					
2. Has the assessment been verified through written certification?					

3. Does it identify the workplace evaluated?				
4. Has training been provided to each employee required to wear PPE?				
5. Has the training been verified through written certification?				
6. Are protective goggles or face shields provided and worn when there is any danger of flying material or caustic or corrosive materials?				
7. Are ANSI-approved safety glasses worn at all times in areas where there is risk of eye injury?				
8. Are protective gloves, aprons, shields, or other protection provided against cuts, corrosive liquids, and chemicals?				
9. Are hard hats provided and worn where danger of falling objects exists?				
10. Are hard hats inspected periodically for damage to the shell and suspension system?				
11. Have employees been trained in adequate work procedures, use and maintenance of protective clothing, and proper use of equipment when cleaning up spilled toxic or other hazardous materials or liquids?				
12. Is a spill kit available to clean up spilled toxic or hazardous materials?				
13. Where employees are exposed to conditions that could cause foot injury, are safety shoes required to be worn?				
14. Is all protective equipment maintained in a sanitary condition and ready for use?				
15. Are means provided for quick drenching or flushing of the eyes and body in areas where caustic or corrosive liquids or materials are handled?				
16. Eye wash and safety shower operational? (Test)				
17. Is protection against the effects of occupational noise exposure provided when sound levels exceed those of the OR-OSHA noise and hearing conservation standard?				

Portable Ladders					
			Y	N	Comments/Date Corrected
1. Are all ladders in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and movable parts operating freely without binding or undue play?					
2. Are nonslip safety feet on all ladders except step ladders?					
3. Are ladder rungs and steps free of grease and oil?					
4. Are employees prohibited from placing ladders on boxes, barrels, or other unstable bases to obtain additional height?					
5. Are employees instructed to face the ladder when ascending/descending?					

6. Are employees prohibited from using ladders that are broken, missing steps, rungs or cleats, broken side rails, or other faulty equipment?				
7. Are employees instructed not to use the top step of ordinary stepladders as a step?				
8. When portable rung ladders are used to gain access to elevated platforms, roofs, and the like, does the ladder always extend at least three feet above the elevated surface?				
9. Is it required that when portable rung or cleat-type ladders are used, the base is so placed that slipping will not occur, or it is lashed or otherwise held in place?				
10. Are portable metal ladders legibly marked with signs reading "CAUTION – Do Not Use Around Electrical Equipment" or equivalent wording?				
11. Are the rungs of ladders uniformly spaced at 12 inches, center to center?				
Shops				
			Y	N
			Comments/Date Corrected	
1. Are compressed air nozzles vented?				
2. Are rotating or moving parts of equipment guarded to prevent physical contact?				
Grinders				
			Y	N
			Comments/Date Corrected	
3. Are tool rests adjusted to within 1/8 Inch of wheel?				
4. Are tongue guards adjusted to within 1/4 inch of wheel?				
5. Is eye/face protection available?				
Hand Tools and Equipment				
			Y	N
			Comments/Date Corrected	
6. Are all tools and equipment (both company and employee owned) in good working condition?				
7. Are hand tools such as chisels or punches (that develop mushroomed heads) reconditioned or replaced as necessary?				
8. Are broken or fractured handles on hammers, axes, or similar equipment replaced promptly?				
9. Are appropriate handles used on files and similar tools?				
10. Are tool handles wedged tightly in the head of all tools?				
Cranes and Hoists				
			Y	N
			Comments/Date Corrected	
11. Are cranes visually inspected for defective components prior to the start of any work shift?				
12. Is the load capacity clearly visible to the operator?				
Chemicals				
If you store chemicals in your work area in amounts greater than typical office/household quantities, you are required to complete:				
**the following Hazardous Materials and Hazardous Waste checklist sections; and				
**a chemical inventory for your department.				
Hazardous Materials				
			Y	N
			Comments/Date Corrected	

1. Original product names (or full chemical names) and hazards clearly identified on labels?			
2. Containers of non-hazardous substances (e.g. water) labeled explicitly to avoid confusion?			
3. All chemical containers capped and sealed, except when actively adding or removing materials from them?			
4. Employees have completed hazard communication training?			
5. MSDS and chemical inventory list are readily available, are current, and in good order?			

Hazardous Waste		Y	N	Comments/Date Corrected
1. Waste containers are sturdy, routinely inspected for leaks, compatible with the waste, and kept closed (i.e., no funnels left sticking out) using screw caps or other tight fitting closure?				
2. Containers are labeled with the words "Hazardous Waste" and the full chemical name(s)?				

First Aid Kits Supply List				
Utility Scissors _____	Eye Wash- Expiration Date _____			
CPR Microshield _____	1 5X9 Sterile gauze bandage _____			
Mylar Blanket _____	2 3X3 gauze pads _____			
2 Instant Cold Compress _____	2 4X4 gauze pads _____			
Triangular Bandage _____	3 rolls of roller gauze _____			
2 Pair non-latex gloves _____	1, 2, and 3 inches _____			
2 Eye Pads _____	Sterile 4 inch roller gauze _____			
Tape _____	variety of bandaids _____			

Do NOT include
 Any medication including: aspirin, Tylenol, Ibuprofen, neosporin, Peroxide, Hydrocortisones, antihistamines, alcohol wipes.

Notes

Hazard	Dept. or FMP	Priority	Date Reported	Date Repaired if Dept