

Appendix D1. GENERAL/OFFICE INSPECTION FORM

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| Inspector | |
| Location | |
| Date | |

Yes No

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| | | 1. All work areas are maintained in an organized manner to prevent over-reaching. |
| | | |
| | | 2. Floors are maintained in a dry condition. |
| | | |
| | | 3. Aisles and exits are clear of obstructions. |
| | | |
| | | 4. All exits are marked and the main building exit signs are well lit. |
| | | |
| | | 5. All fire extinguishers are properly maintained, fully charged, easily accessible and tagged. |
| | | |
| | | 6. Storage of heavy materials is kept close to the floor. |
| | | |
| | | 7. All equipment, cabinets, and bookshelves taller than 48” are bolted into place. |
| | | |
| | | 8. All bookshelves have earthquake restraints to prevent books from falling. |
| | | |
| | | 9. Cabinets are filled from the bottom up to prevent top heaviness. |
| | | |
| | | 10. Desk and file cabinet drawers are kept closed when not in use. |
| | | |
| | | 11. All electrical equipment is maintained properly and no outlets are overloaded. |
| | | |
| | | 12. Cords across the floor are covered to protect the cords as well as the office workers. |
| | | |
| | | 13. Desks, chairs, and computers are positioned at proper heights and locations for each office worker. |
| | | |
| | | 14. Emergency phone numbers are posted around office. |
| | | |
| | | 15. Chemicals (duplicating fluid, paints, solvents) are stored in a designated location, labeled and only authorized workers handle them. |
| | | |
| | | 16. All chemical containers are clearly labeled with the complete chemical name, primary hazard, target organs, and manufacturer. |
| | | |
| | | 17. MSDSs are accessible to employees for all hazardous materials used or stored in this area. |

Comments:

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Appendix D2. SHOP INSPECTION FORM

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| Inspector | |
| Location | |
| Date | |

Yes No

| | | 1. All exits are clear and free of obstructions. |
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| | | 2. All fire extinguishers are mounted in readily accessible locations. |
| | | 3. All aisles are clear and unobstructed. |
| | | 4. There is sufficient clearance around and between equipment to allow for safe operations. |
| | | 5. Work areas are clean, orderly and properly illuminated. |
| | | 6. Every worker is wearing eye protection. |
| | | 7. Machinery and equipment is kept clean and properly maintained. |
| | | 8. All equipment and tools are in good condition. |
| | | 9. All safety guards are provided and used properly. |
| | | 10. Push sticks are used when sawing. |
| | | 11. Rotating or moving parts of equipment are guarded to prevent physical contact. |
| | | 12. All guards are in place over belts, pulleys, chains, and sprockets. |
| | | 13. All portable equipment is stored away in a dry, clean area when not in use. |
| | | 14. No smoking signs are posted. |
| | | 15. All electrical cords and power lines are grounded and in good condition. |
| | | 16. Floors are clean and free of dust, woodchips, and liquids. |
| | | 17. Broken or temporarily out of service equipment is labeled "Do Not Use." |
| | | 18. Chemicals (solvents, lubricants) are stored in a designated location and only authorized workers handle them. |
| | | 19. All chemical containers are clearly labeled with the complete chemical name, primary hazard, target organs, and manufacturer. |
| | | 20. MSDSs are accessible to employees for all hazardous materials used or stored in this area. |

Comments:

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Appendix D3. LABORATORY INSPECTION FORM

Auditor: _____ Bldg: _____ Room: _____ Date: _____

Y/N/NA

Y/N/NA

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|-------------------------------------|--|
| 1. HMMP available | 6. SOPs on file <input type="checkbox"/> SOP training <input type="checkbox"/> |
| 2. PI/Lab Information up-to-date | 7. Refresher Training: chem, bio, rad |
| 3. Emergency Information up-to-date | 8. Safety Inspection records |
| 4. Hazardous Materials Inventory | 9. Safety Meeting minutes |
| 5. MSDS available | 10. Incident Report records |

II. Earthquake/Fire

Y/N/NA

III. General

Y/N/NA

| | |
|--------------------------------------|--|
| 1. Door sign up-to-date | 1. No food/drink in lab |
| 2. Emergency guide posted | 2. Hand soap/towels at sink |
| 3. Aisles and exits clear for egress | 3. Use of proper PPE |
| 4. Work site clean/good housekeeping | 4. Use of syringe needle guard |
| 5. No tripping hazards | 5. Belt guard(s) on vacuum pump(s) |
| 6. Cabinets anchored to wall | 6. Equipment guarded |
| 7. Items over 48" restrained | 7. No frayed electrical cords/wiring |
| 8. Earthquake lips on shelves | 8. Electrical equipment safe |
| 9. Dual restraints on gas cylinders | 9. No glass bottles on floor |
| 10. No excess combustibles | 10. No plants/animals in restricted area (bio) |

IV. Emergency Equipment

Y/N/NA

V. Hazardous Materials Use/Storage

Y/N/NA

| | |
|----------------------------------|---|
| 1. Fire extinguisher accessible | 1. Compatible storage |
| 2. Fire extinguisher certified | 2. Containers properly labeled |
| 3. Class D medium available | 3. Labels on cabinets/refrigerators |
| 4. Sprinkler clearance | 4. Chemicals in good condition |
| 5. First aid kit available | 5. Cabinets/refrigerators in good condition |
| 6. Shower/eyewash accessible | 6. Designated areas labeled (rad, bio, toxic) |
| 7. Shower/eyewash tested | 7. ≤10 gal. flammables in lab |
| 8. Emergency lighting test o.k. | 8. Flammables in approved refrigerator |
| 9. Emergency exit sign test o.k. | |

VI. Hazardous Waste Disposal

Y/N/NA

VII. Fumehood/Biosafety Cabinet Certification

| | | | | | | | |
|-------------------------------------|--|---------------|--|--|--|--|------------------|
| 1. Clean broken glass box/container | | hood # | | | | | bio cab # |
| 2. Sharps container available | | Overcrowded? | | | | | Overcrowded? |
| 3. Segregation of waste streams | | sash hgt. | | | | | Labeled? |
| 4. Waste label on containers | | top left | | | | | Sched. posted |
| 5. Disposal records up-to-date | | bottom left | | | | | Date certified |
| 6. Pathological waste container | | center | | | | | |
| 7. Biohazard red bag present | | top right | | | | | |
| 8. Barrel clean/lid on barrel | | bottom right | | | | | |
| | | average | | | | | |

Appendix D4. VEHICLE/ELECTRIC SCOOTER/CART INSPECTION FORM

| | |
|------------------|--------------------------|
| Inspector | Vehicle/Scooter # |
| Location | Mileage |
| Date | |

Yes No

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| | | 1. All lights and warning signals (horn) are in working condition. |
| | | |
| | | 2. Brakes are in good condition. |
| | | |
| | | 3. All mirrors are free of cracks and are in good condition and position. |
| | | |
| | | 4. Tires are not worn or cracked. |
| | | |
| | | 5. Engine is working properly. |
| | | |
| | | 6. Oil and gas levels are adequate. |
| | | |
| | | 7. Backing up signals work. |
| | | |
| | | 8. Seatbelts are accessible for driver and all passengers. |
| | | |
| | | 9. Nothing is blocking driver's view out any windows or from mirrors. |
| | | |
| | | 10. No objects are obstructing brake and gas pedals. |
| | | |
| | | 11. Car is idling smoothly. |
| | | |
| | | 12. Accident reports are kept in the glove compartment of the vehicle. |
| | | |
| | | 13. Batteries are in working condition. |
| | | |
| | | 14. Battery connections are good. |
| | | |
| | | 15. Batteries have distilled water. |
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| | | 16. Accelerator sticks. |
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| | | 17. Other Issues. |

Comments:

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| Date of Correction: | Mechanics Initials: |
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Appendix D5. WAREHOUSE INSPECTION FORM

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|------------------|--|
| Inspector | |
| Location | |
| Date | |

Yes No N/A

| | | | 1. All equipment is properly maintained. |
|--|--|--|---|
| | | | 2. Employees are given proper protective equipment. |
| | | | 3. Employees use correct lifting and handling techniques. |
| | | | 4. Employees are aware of emergency phone numbers to call in case of an emergency. |
| | | | 5. Wet floors are posted with warning signs. |
| | | | 6. Heavy equipment is transported on campus by vehicle. |
| | | | 7. All equipment is shut down before being fixed or adjusted. |
| | | | 8. All electrical equipment is properly insulated. |
| | | | 9. Every piece of equipment is put away in its proper place. |
| | | | 10. Waxes and cleaning supplies are transported properly. |
| | | | 11. All workers doing extensive lifting use back support belts. |
| | | | 12. Two or more workers carry heavy loads. |
| | | | 13. Loads to be lifted are divided into small/lighter loads. |
| | | | 14. Objects are stacked properly; heavy objects are on bottom shelves. |
| | | | 15. Proper shoes are worn in work area. |
| | | | 16. Gloves are worn when handling heavy or sharp objects. |
| | | | 17. Flammable materials are stored in a separate area away from a heat source. |
| | | | 18. All chemical containers are clearly labeled with the complete chemical name, primary hazard, target organs, and manufacturer. |
| | | | 19. MSDSs are accessible to employees for all hazardous materials used or stored in this area. |

Comments:

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