

CSU East Bay

General Department Safety Checklist

Inspection Performed by: _____ **Phone:** _____ **Area Supervisor:** _____
 (Print Full Name) (Print Full Name)

Department: _____ **Building:** _____ **Room(s) Inspected:** _____ **Date:** _____

This checklist is not a substitute for, or a legal interpretation of, the Occupational Safety and Health Standards (Cal/OSHA). It is meant to be a guide to identify a potential hazard in your work area and to have the hazard corrected. Refer directly to the appropriate sections of the California Code of Regulations, Title 8, and the National Fire Protection Association (NFPA) for detailed and exact information, specifications, or exceptions. If you have questions about which requirements may apply, call the Department of Environmental Health & Safety (X5-4139). **For items that do not apply, write NA in the OK column.**

- | OK | Action needed | | |
|--------------------------|--------------------------|--|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. Are exits routes clear and accessible? | 3225(a) |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Is stored material secured or limited in height to prevent tipping, falling, or collapsing? | 3241(k) |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Are aisles, passageways, and corridors kept clear? | 3272(b) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Have equipment or other items placed in hallways been approved by the Fire Marshal? | |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Extension cords are not worn, frayed, abraded, or corroded? | 2340.1 |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. Cords, cables, and wires are not a tripping hazard? | |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. Is there a portable fire extinguisher within at least 75' feet of travel and easily accessible?
The fire extinguisher is inspected monthly? (Only trained employees are allowed to operate a portable fire extinguisher.) | |
| <input type="checkbox"/> | <input type="checkbox"/> | 8. Fire rated doors are not blocked open by wedges or other material? | |
| <input type="checkbox"/> | <input type="checkbox"/> | 9. Is your work area free of excessive debris and obstructions? | 3273(b) |
| <input type="checkbox"/> | <input type="checkbox"/> | 10. Is lighting adequate to perform regular job tasks and egress safely? | |
| <input type="checkbox"/> | <input type="checkbox"/> | 11. Have you received health and safety training at time of hire, when transferred to a new assignment having a new hazard or exposure, or whenever a new hazard or exposure is introduced into the workplace? | 3203, 5194(h) |
| <input type="checkbox"/> | <input type="checkbox"/> | 12. Are labels on hazardous substance containers legible, dated, and identified as to its hazards and content? | 5194(g) |
| <input type="checkbox"/> | <input type="checkbox"/> | 13. Is there a Material Safety Data Sheet (MSDS) readily available for each hazardous substance used? For MSDS access go to: http://hq.msdsonline.com/csuedusl/Search/Default.aspx | |
| <input type="checkbox"/> | <input type="checkbox"/> | 14. Are flammable, combustible or toxic chemicals kept in closed containers when not in use? | |
| <input type="checkbox"/> | <input type="checkbox"/> | 15. Are you aware to report any obvious hazard to life and property to your supervisor, Department Chair, or EHS as soon as reasonable or correct the problem yourself? | |
| <input type="checkbox"/> | <input type="checkbox"/> | 16. Are emergency telephone numbers posted where they can be readily found in case of an emergency? See EHS #001 document | 9881 |
| <input type="checkbox"/> | <input type="checkbox"/> | 17. Do you know where and how to report an incidence of "Violence in the Workplace?" | |
| <input type="checkbox"/> | <input type="checkbox"/> | 18. Other hazards? | |

For each item above that needs action, indicate below (or on an attached page) the exact location of the problem.

Return the completed form to the Department of Environmental Health and Safety