

USD OFFICE/CLASSROOM SAFETY INSPECTION INSTRUCTIONS

The campus Injury and Illness Prevention Program requires periodic safety inspections of all working and common areas. This Safety Inspection Checklist has been developed to assist in fulfilling this responsibility.

If a particular operation or item does not exist in the area being inspected, please note this on the form by one of the following methods:

- Write “N/A” in the comments section for that item, or
- Draw a diagonal line through the item description(s) for the item or for the entire section.

It is important to document that an item has been reviewed and found not to apply to the area. Please do not just leave an item blank.

This form can be customized for individual areas. The original Word file can be obtained from the Risk Management, Environmental Health and Safety Office. If your area has operations, equipment or processes not covered by this checklist, RM, EH&S staff will assist you in developing a more applicable tool.

The checklist is designed so the each applicable item should be answered with a “Yes”. Items with “No” answers require corrective action. The type of action initiated should be noted in the “Comments”, “MWR Submitted”, or “Person Notified” columns. The “Comments” column may also be used to describe the situation.

If more than one area requires corrective action for the same item, please note these on the back of the page by writing the item number and other information to identify the area and problem.

After the inspection is completed, provide a copy to each manager or supervisor for the area(s) inspected, maintain one copy and send the original to the Risk Management Office (CM102).

One month after the initial inspection, re-check all items noted as needing correction(s). If the item has been corrected, write the date and “corrected” in the comments section for that item. If the item has not been corrected, notify the applicable manager/supervisor.

When all items have been corrected, forward the notated copy to the Risk Management Office.

RM2-04

OFFICE/CLASS ROOM SAFETY INSPECTION CHECKLIST

Building:	Inspected By:
Floor:	Date Inspected:
Department/Unit:	Date of Follow Up Inspection:

List all location when the answer is negative or correction is needed. Use back of page to note multiple responses. Note item number by each entry on back of page.

	Room # / Location	Comments	MWR Submitted /Date	Person Notified
Administrative				
1. The following information is posted in areas easily accessed by staff and students:				
- The Emergency Phone Number poster				
- The Emergency Procedures flip chart				
- Other health and safety material/information – if applicable to that area				
- A floor plan/map of the area, including emergency evacuation site, and routes				
2. When hazards are identified, are employees notified and instructed on how to avoid injury/exposure.				
3. Are Material Safety Data Sheets (MSDSs) and an inventory sheet of all hazardous chemical products used in the workplace on file and accessible to employees/students? (When applicable)				
4. Can employees/students answer questions related to emergency				

	Room # / Location	Comments	MWR Submitted /Date	Person Notified
procedures (i.e., location of exits, location and use of fire extinguishers)?				
General Safety Concerns				
1. Are the exits doorways, exit aisles, and/or corridors free of obstacles and combustible storage?				
2. Are the fire doors unobstructed at all times?				
3. Is a clearly identified, wall mounted fire extinguisher available within 75' of all work stations?				
3.A Is the inspection tag attached and current on each extinguisher?				
4. Are light fixtures working?				
5. Are there loose rugs or mats that present a trip or slip hazard?				
6. Missing or loose ceiling tiles have been reported for replacement through an MWR?				
7. Furniture and equipment is in good repair? - Items on wheels: wheels turn freely when unlocked				
8. Broken equipment/furniture has been tagged or marked ("Do Not Use") to prevent others from using it? - Arrangements have been made to have the equipment repaired or moved?				

	Room # / Location	Comments	MWR Submitted /Date	Person Notified
Electrical Cords and Outlets				
1. Are extension cords, multiple outlet strips, or cube taps plugged directly into a wall outlet?				
2. Are extension cords at a minimum 14 gauge (heavy-duty) and servicing only one appliance or fixture?				
3. Are cords in good condition without splices, deterioration, taping, damage, or being sharply bent or pinched?				
4. Are extension cords running through walls, ceilings, or under doors?				
5. Are extension cords grounded when servicing a grounded appliance or fixture?				
6. Are cord guards provided across an aisle or other passageway?				
7. Does the multiple outlet strip have a circuit breaker?				
8. Are multiple outlet strip cords 6' or under?				
9. Is clear access (36" clearance) provided to electrical panels (where applicable)?				
10. Are electrical cover plates provided on all electrical switches or outlets?				

	Room # / Location	Comments	MWR Submitted /Date	Person Notified
Heaters and Fans				
1. Do all heaters have a working tip-over switch?				
2. Are combustibles kept 24" from all sides and tops of heaters?				
3. Are fine finger guards provided on fans?				
4. Are all electric space heaters plugged directly into the wall?				
5. Are all fans below head level or secured?				
Seismic Bracing and Earthquake Preparedness				
1. Are furnishings more than five feet high braced?				
2. Is all shelving secured?				

OTHER: _____
