

**STANFORD UNIVERSITY
ENVIRONMENTAL HEALTH AND SAFETY**

**GENERAL
WORKPLACE
INSPECTION
CHECKLIST**



EH&S has developed this form to assist Stanford faculty and staff in identifying and when necessary, correcting general safety hazards. Periodic inspection and correction of identified hazards is a requirement of Stanford's Injury and Illness Prevention Program (IIPP). If you have any questions or suggestions regarding the content of this survey, please contact the EH&S Occupational Health and Safety program at 725-3209 or 723-0448.

Please send completed forms to: _____ **Room:** _____

Completed by: _____ Date: _____

Building: _____ Room: _____

Supervisor: _____ Dept: _____ Phone: _____

Signature of PI _____ Date: _____

GENERAL WORKPLACE INSPECTION CHECKLIST

GENERAL

1. Workplace clean and orderly.
2. Exits cleared of obstructions and accessible.
3. Stored materials secure & limited in height to prevent collapse.
4. Suitable warning signs and tags.

TRAINING

1. New employees given basic safety training.
2. Job-specific safety training held for employees on a regular basis.
3. Personnel familiar with applicable Material Safety Data Sheets.
4. All personnel familiar with emergency evacuation plan.
5. Training documentation current and accessible.

SAFE LIFTING

1. Workers trained on and using safe lifting techniques. For information, call the EH&S Occupational Health and Safety program at 5-3209.
 - a. Size up/test load.
 - b. Avoid heavy loads – split into smaller loads or ask for help.
 - c. When lifting, bend knees to take pressure off the back.
 - d. Consciously firm up abdominals when lifting.
 - e. Never twist.

ERGONOMICS

1. Workers trained on ergonomics, taking frequent breaks, varying activities to interrupt repetitive motions. For more information, call the EH&S Occupational Health and Safety program at 5-3209.

FIRE

1. Emergency exit signs lit properly.
2. Fire alarms and fire extinguishers are visible and accessible.
3. Stairway doors are kept closed unless equipped with automatic closing device.
4. 18" vertical clearance is maintained below all sprinkler heads.
5. Fire extinguishers are serviced annually.
6. Corridors and stairways are kept free of obstruction and not used for storage.

Y	N	N/A	COMMENTS /DATE CORRECTED
			Y = SATISFACTORY
			N = NEEDS IMPROVEMENT
			N/A = NOT APPLICABLE
Y	N	N/A	COMMENTS /DATE CORRECTED
Y	N	N/A	COMMENTS /DATE CORRECTED
Y	N	N/A	COMMENTS /DATE CORRECTED
Y	N	N/A	COMMENTS /DATE CORRECTED

GENERAL WORKPLACE INSPECTION CHECKLIST

EARTHQUAKE

1. Bookcases, filing cabinets, shelves, racks, cages, storage cabinets and similar items over four feet tall are anchored to the wall.
2. Shelves have lip or other seismic restraints.
3. Portable machines or equipment secured against movement using chains, lockable casters, or other appropriate means.
4. Top-heavy equipment or apparatus bolted down or secured to withstand accelerations typically expected in an earthquake. These items should be secured to wall studs with large screws (1/4 or 3/16 shank).
5. Large & heavy objects stored on lower shelves or storage areas.
6. Valuable equipment sensitive to shock damage, such as instruments, computer disks and glassware are stored in latched cabinets or otherwise secured to prevent falling.
7. Storage areas uncluttered – providing clear evacuation routes in the event of an emergency.
8. Cabinets and lockers containing hazardous materials equipped with positive latching or sliding doors.

Y	N	N/A	COMMENTS /DATE CORRECTED
			Y = SATISFACTORY N = NEEDS IMPROVEMENT
			N/A = NOT APPLICABLE
Y	N	N/A	COMMENTS /DATE CORRECTED

EQUIPMENT AND MACHINERY

1. Clean and working properly.
2. Electrical cord in good condition with proper grounding.
3. Only extension cords with circuit breakers, and multiple connectors are used – but not as fixed wiring.
4. Sufficient clearances from combustibles (paper, cardboard or combustible liquids).
5. Adequately ventilated.
6. Emergency stop mechanisms and dead-man switches identified and in proper working order.
Mechanical safeguards in place and in proper working order.
Appropriate Personal Protective Equipment (PPE) available to employees.

GENERAL WORKPLACE INSPECTION CHECKLIST

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

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. Secondary containment provided for liquid chemicals, as required (see Stanford Safety Manual) and used for dry chemicals next to or below liquids.
4. No hazardous materials stored next to or above sinks.
5. Incompatible chemicals (including solids) segregated by Stanford's Compatible Storage Groups (see SU Safety Manual).
6. All chemical containers capped and sealed, except when actively adding or removing materials from them.
7. Flammable liquids (including flammable liquid wastes) not stored outside of a storage cabinet if in excess of 10 gallons.
8. Employees have completed hazard communication training.
9. MSDSs and chemical inventory list are readily accessible.

Y	N	N/A	COMMENTS /DATE CORRECTED

HAZARDOUS WASTE

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 initial date of accumulation, the words "HAZARDOUS WASTE," the waste's physical state and hazardous properties, and full chemical names.
3. Not stored for more than 9 months from the initial date of accumulation.
4. Waste pick-up forms submitted for wastes stored more than 8 months from the initial date of accumulation.
5. Red bags are only used for infectious wastes, no other wastes.

Y	N	N/A	COMMENTS /DATE CORRECTED

SITE SPECIFIC INFORMATION

1. _____
2. _____
3. _____

Y	N	N/A	COMMENTS /DATE CORRECTED