

# SAN DIEGO MESA COLLEGE

## SAFETY INSPECTION CHECKLIST

BUILDING/DEPARTMENT(S): \_\_\_\_\_ DATE: \_\_\_\_\_

TIME START: \_\_\_\_\_ TIME FINISHED: \_\_\_\_\_ INSPECTOR(S): \_\_\_\_\_

BUILDING COORDINATOR: \_\_\_\_\_

Checklist Items	Yes	No	NA
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**A. General-All Areas**

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|---|-----------------------|-----------------------|-----------------------|
| 1. Are all ceiling tiles in place and in good condition?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Is all furniture in good/stable condition and properly adjusted?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are wall-mounted book cases free of excessive material on top and not overloaded?<br>(Chemicals & heavy items should not be stored above head height (6 feet)..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are all walking or working surfaces free of tipping/slipping hazards?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are emergency phone numbers and procedures posted at or near telephones?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Are all fans equipped with a blade guard with openings no greater than 1/2 inch?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Is consumption of food, beverage, etc., prohibited where required?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**B. General – Shops**

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|---|-----------------------|-----------------------|-----------------------|
| 1. Are machine and belt guards in place and in good condition?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Is pedestal machinery securely anchored to the floor?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Is equipment properly maintained and adjusted to prevent<br>personal injury and equipment damage?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are compressed air nozzles at the correct pressure of 30 psi or less?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Is all piping appropriately identified as to contents/direction of flow?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Are hot pipes and surfaces guarded against contact and clearly marked "HOT"?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Are areas requiring use of protective equipment (e.g., Eye Protection Required, etc.)<br>adequately posted with warning signs and enforced?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Is damaged/malfunctioning equipment tagged "OUT OF SERVICE"?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**C. Exits/Corridors**

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|--|-----------------------|-----------------------|-----------------------|
| 1. Are all corridors unobstructed?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are all exit doors unobstructed?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are exit signs posted and properly illuminated to clearly indicate exits?.....          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are all exit doors able to be opened from the inside without special knowledge/keys?... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are exit doors free of slide bolts or locks?.....                                       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**D. Electrical**

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|--|-----------------------|-----------------------|-----------------------|
| 1. Is there at least three (3) feet clearance in front of electrical panels/breaker boxes?.....                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are electric hand tools properly grounded/double insulated?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Is the area free of extension cords?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Is all electrical equipment plugged directly into wall outlets?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are all cords/plugs free from damage or deterioration?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Are switches and circuit breakers properly identified as to the service<br>they are in and to what they control?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Are circuit breaker panels free of combustible materials?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Are covers plates in place on junction boxes to eliminate exposed wiring?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. Are "WARNING HIGH VOLTAGE" signs installed on high voltage enclosures<br>for systems rated 600V or over?.....         | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. Is all electrical, including light fixtures, protected from physical damage<br>by enclosure/guards?.....             | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**E. Emergency Equipment**

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|--|-----------------------|-----------------------|-----------------------|
| 1. Is emergency equipment (alarm pull boxes, eyewashes, showers, etc.) accessible and not blocked by equipment?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are emergency eyewashes provided in the required chemical areas?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are emergency showers provided in the required chemical areas?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Is all emergency equipment in good condition?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are spill kits accessible and fully stocked per list?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**F. Storage – General**

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|--|-----------------------|-----------------------|-----------------------|
| 1. Is good housekeeping practiced in work area?, Is it free of debris, combustibles, and obstructions? Are aisles maintained?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Is storage adequately supported/stable to avoid tipping/falling?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Is there at least two (2) feet clearance between stacked materials and ceiling light?.....                                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**G. Storage – Fire Protection**

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|--|-----------------------|-----------------------|-----------------------|
| 1. Is the storage of combustibles in the work area held to a minimum to avoid a fire hazard? .....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Is clearance of at least 18 inches maintained around fire sprinkler heads?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are flammable/combustible liquids in excess of one day's operational supply kept in approved flammable materials storage (FMS) cabinets?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are all FMS cabinets free of combustible materials (cardboard, paper, plastic, etc.)?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are all flammable containers properly closed/covered to control vapors?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Are all flammable/combustible containers properly labeled/ identified?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Are all refrigerators used for storage of flammable/combustible liquids/materials approved and explosion proof?.....                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Are flammable/combustible liquids returned to approved flammable liquid storage cabinets at the end of the workday?.....                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**H. Storage – Compressed Glass Cylinders**

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|--|-----------------------|-----------------------|-----------------------|
| 1. Are all cylinders properly secured with straps or chains to prevent tipping/falling?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are protective valve caps in place when cylinder is not in use?.....                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are empty and full cylinders stored separately?.....                                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are only chemically compatible cylinders stored together?.....                            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are cylinder contents adequately labeled and easily seen?.....                            | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Is the correct regulator being used for the cylinder service?.....                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Are highly toxic gases stored in vented gas cabinets?.....                                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**I. Personal Protective Equipment**

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|--|-----------------------|-----------------------|-----------------------|
| 1. Is the requirement of use of protective equipment enforced?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Is the required personal protective equipment worn?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. When not in use, is personal protective equipment properly maintain/stored?.....                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Is personal protective equipment readily available for all personnel including visitors to the area?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Is all personal protective equipment free from damage and deterioration?.....                             | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Are all employees using respiratory protection properly trained and authorized by EH&S?                   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Is self-contained breathing equipment properly maintained/ inspected?.....                                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**J. Railing/Elevated Work Areas**

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|---|-----------------------|-----------------------|-----------------------|
| 1. Are drain openings/pits in the floor or walking surfaces guarded to prevent tripping/slipping?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are toe boards in place on elevated platforms to prevent objects from falling off the platform?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are standard guardrails provided on elevated platforms?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are handrails provided and in good condition on stairways?.....                                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are there provisions for safe access to elevated machinery/ equipment?.....                          | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**K. Ladders**

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|--|-----------------------|-----------------------|-----------------------|
| 1. Are portable ladders in good repair and safe to use?.....       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are mobile ladder stands in good condition?.....                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are standard guardrails provided on elevated platforms?.....    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are handrails provided and in good condition on stairways?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**L. Forklifts**

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|---|-----------------------|-----------------------|-----------------------|
| 1. Are defective forklifts taken out of service and tagged "DO NOT USE"?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are forklift inspection forms current and maintained in a file?.....       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are load limits clearly posted in the area?.....                           | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are forklift operating rules clearly posted in the area?.....              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are all operators trained and authorized?.....                             | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**M. Fire Protection**

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|---|-----------------------|-----------------------|-----------------------|
| 1. Are there current welding permits displayed in welding area?.....                        | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are all self-closing doors operational?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Are walls and floors free of holes/penetrations?.....                                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are no smoking regulations clearly posted and being followed in "NO SMOKING" areas?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are fire extinguishers and signs clearly visible?.....                                   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Is access to fire extinguishers clear and unobstructed?.....                             | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Are all extinguishers in place and properly mounted?.....                                | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Are all extinguishers properly inspected (monthly) and maintained (annually)?.....       | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**N. Training**

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|---|-----------------------|-----------------------|-----------------------|
| 1. Have personnel been trained in the use of personal protective equipment?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Are all employees trained in hazardous substances safety?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Have personnel working in high noise areas been trained in hearing conservation?.....                                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Have employees who use respirators been trained, fit tested, and received the required health monitoring examination?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Are employees who use self-contained breathing apparatus properly trained and authorized?.....                             | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Evacuation Plans.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**O. Computer Rooms**

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|---|-----------------------|-----------------------|-----------------------|
| 1. Are combustibles stored in approved, enclosed metal cabinets?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Is combustible waste, e.g., trash containers, cardboard boxes, etc., removed from the room daily or more often as needed?..... | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. Is the computer room free of flammable/combustible liquids?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. Are computer tapes stored in approved, enclosed metal cabinets?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. Is the raised floor free of unsealed cable holes?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. Is the access to fire suppression and alarm systems unobstructed?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. Are floor tile pullers available and mounted?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. Are doors to the peripheral rooms closed?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. Is paper stored in computer room limited to a one day supply?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. Is the room free of repair shop operations?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. Is the room free of soldering irons?.....   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 12. Is the room free of coffee makers, popcorn machines, electric floor/space heaters, etc.?.....                                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 13. Are "NO SMOKING" signs posted and being enforced in computer rooms?.....  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**P. Grounds**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_