

Workplace Inspection Form	Inspection Date:
Building:	Inspector:
Room Number:	Supervisor:
Department/Unit:	Phone:

Y	N	NA	Y=Satisfactory N=Needs Improvement NA=Not Applicable	Comments	Corrective Completion Date	Action
			General			
			1. Workplace clean and orderly			
			2. Exits cleared of obstructions and accessible			
			3. Stored materials secured and limited in height to prevent collapse			
			4. Suitable Warning signs and tags utilized			
			5. A hazard assessment has been completed and the appropriate personal protective equipment has been identified for each specific job			
			Training			
			1. Safety training and inspections held for new employees on a regular basis			
			2. First Aid (and CPR) trained individuals available for medical emergencies			
			3. Personnel familiar with the hazards of chemicals and trade products and have read the applicable Material Safety Data Sheets (MSDSs)			
			4. All personnel familiar with documented emergency evacuation plan			
			5. Fire extinguisher familiarization provided			

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			6. Personnel are trained in the proper selection, use and maintenance of personal protective equipment.			
			Safe Lifting			
			1. Workers trained on and using safe lifting techniques <ul style="list-style-type: none"> a. Size up / test load b. Avoid heavy loads - split into small loads or ask for help c. Bend knees to take pressure off of back when lifting d. Consciously firm up abdominals when lifting e. Never twist while lifting or holding a load 			
			Fire			
			1. Emergency exit signs identifiable and readily visible			
			2. Fire alarm pull stations and portable fire extinguishers visible and unobstructed			
			3. Stairway doors are not kept open (unless equipped with a self-closing device)			
			4. 18 inch vertical clearance maintained from all sprinkler heads			
			Earthquake			
			1. Bookcases, filing cabinets, shelves, racks, cages, storage cabinets, and similar items over four feet tall are all secure			
			2. Shelves have lips or other seismic restraints			
			3. Portable machines or equipment secured against movement (unless actually being moved) by chains, lockable castors, straps, or other means where appropriate			

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			4. Top-heavy equipment of apparatus bolted down or secured to withstand accelerations typically expected in an earthquake			
			5. Large and heavy objects stored on lower shelves or storage areas			
			6. Valuable equipment sensitive to shock damage, such as instruments, computers, 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.			
			Equipment			
			1. Electrical Equipment <ul style="list-style-type: none"> a. Clean and working properly b. Properly grounded c. Proper clearances kept from combustibles (paper, cardboard, or combustible liquids) d. Adequately ventilated e. Approved extension cords, extension cords with breakers, and multiple connectors used properly (e.g., not as fixed wiring) f. Frayed or damaged electric cords replaced 			
			2. Machinery <ul style="list-style-type: none"> a. Clean and working properly b. Proper clearances kept from combustibles c. Adequately ventilated d. Emergency stop mechanisms identified and in working order e. Mechanical safeguards in place and in working order 			

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Personal Protective Equipment						
			1. Employees provided with and trained in the proper use and selection of respiratory protection			
			2. Employees provided with and using hearing protection for noise hazardous equipment (noise level above 85 dBA)			
			3. Employees provided with and using safety goggles/face shields when needed			
			4. Employees provided with and using protective clothing (e.g., gloves, coats, aprons, coveralls)			
			5. Steel-toed safety shoes worn when required			
Hazardous Materials						
			1. Do you have any hazardous materials in your work area?			
			2. If you have hazardous materials, are the MSDSs available?			
			3. If you have hazardous materials, have they been inventoried within the last year?			
			4. When transferring chemical materials from the original container to a secondary container are the secondary containers labeled with the proper name and hazard warnings, including target organs affected by an exposure?			
			5. Please list any hazardous materials (by name and quantity) missing from any chemical inventories for this work area.			

