

Appendix A

Model Periodic Inspection Checklist

California State University Long Beach
Injury and Illness Prevention Program

CSULB General Facility Inspection Check List

Location: _____ Date: _____ Phone: _____

Supervisor: _____ Department: _____

Inspector: _____ Job Title: _____

Administration

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have all employees received General Safety Training? (NEST, fire, earthquake, lifting, emergency evacuation, etc.?) |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all employees familiar with the use of MSDS's? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have all employees been instructed in how they are to operate the equipment they are assigned to use? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Have all employees been trained in how to protect themselves from the hazards identified in their workplace? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all employees current on any specialized training (lockout, Confined space, respirator use, etc.) needed? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all training records complete and current for each employee? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are OEM equipment manuals for all equipment available for use by employees? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do all employees have access to the Departmental Action Plan and know their responsibilities under that plan? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are the Cal/OSHA information poster, Worker's Compensation Bulletin, and Annual Injury and Illness summaries posted? |

Fire Safety

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all fire exits clearly marked and unobstructed? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all aisles cleared with a minimum 44-inch pathway and building exit corridors completely cleared? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are trash, debris, and oily removed from the shop daily? Are metal cans available for storage of oily rags? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all flammable materials in excess 10 one-gallon containers stored in approved flammable storage cabinets? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are spray-painting operations, which employ flammable materials, conducted inside approved and permitted spray booths? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are flammable and combustible materials stored at least 25 feet away from oxygen cylinders, oxidizers, or ignition sources? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are flammable gas cylinders stored at least 20 feet away from oxygen cylinders or ignition sources? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are fire separations intact (no holes in fire walls, no doors to exit corridors propped open, etc.?) |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are charged, wall mounted fire extinguishers (of the appropriate type) available within 75 feet of all work stations? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is there an inspection card attached to each fire extinguisher, and are monthly inspection properly documented? |

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Electrical Safety

Y N N/A

- Are all plugs, cords, and receptacles in good condition (no exposed conductors, broken insulation, or non-OEM repairs?)
- Y N N/A
 Are all circuit breaker and power disconnect panels accessible, with 30 inches of clearance and labels indentifying the function of each switch?
- Y N N/A
 Are receptacle adapters banned? (Install additional outlets or properly fused power strips in lieu of adapters.)
- Y N N/A
 Is permanent building wiring installed away from unauthorized contact (in conduit, raceways, or walls?)
- Y N N/A
 Are ground fault circuit Interrupters installed or available for use in wet locations?
- Y N N/A
 Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not approved for permanent equipment. Unplug extension cords daily, or replace the fused power strips if current demand is within the strip's rating; otherwise install additional outlets to reach equipment. Do not link extension cords together.)

Machine Safety

Y N N/A

- Is defective equipment promptly repaired? (If the defects pose an imminent danger or employee hazard, remove the equipment from service.)
- Y N N/A
 Are all machine guards for belts, gears, moving parts, and points of operation in place and adjusted properly?
- Y N N/A
 Are machine tool switches in good condition? (Easy access to disengage and remain off if de-energized and re-started?)
- Y N N/A
 Are gas welding torches equipped with flashback arrestors? Are arc welders and plasma cutters properly grounded?
- Y N N/A
 Is required industrial ventilation in place and operating properly to prevent employee exposure to regulated materials or by-products?
- Y N N/A
 Are air tanks > 1.5 cubic feet (11.22 gallons) capacity inspected as evidenced by a current attached or posted Cal/OSHA permit?
- Y N N/A
 Do compressed air nozzles have relief ports to safely vent if the orifice is blocked?
- Y N N/A
 Are cranes, slings, ropes, hoists, jacks, employee lifts, employee lift platforms, jack stands, etc. inspected prior to each use, and used according to training requirements?

General Safety

Y N N/A

- Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
- Y N N/A
 Are cabinets, shelves, and equipment greater than 5 feet high secured to building structure to prevent tipping during an earthquake?
- Y N N/A
 Are cutting blades disposed of in rigid (non-medical sharps) containers to prevent injury to custodial personnel?
- Y N N/A
 Are guardrails installed around floor openings and lofts, along catwalks, etc. to prevent employee falls?
- Y N N/A
 Are potable water, soap, and towels available for employee hand washing?
- Y N N/A
 Are all plumbing fixtures served by industrial water properly labeled to prohibit drinking
- Y N N/A
 Are forklifts inspected prior to all uses, equipped with required safety features, and operated safely?

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- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are excessive noise levels (noise greater than 85dbA) adequately and properly controlled or isolated? (Contact CSULB EHS for monitoring and assessment of noise levels.) |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is an approved and regularly inspected first aid kit available and its location posted for employees? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2 inch shelf lips or other means to retaining items on shelves, especially above exits or employee workstations.) |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are cross-connections between potable water and sewer inlets promptly abated? (Remove hoses which extend into sinks or down drains.) Are leaking backflow devices promptly repaired? |

Hazardous Materials/Personal Protection

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are chemicals stored to prevent spills? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are carcinogens handled safely to reduce employee exposure? (Report uses of regulated carcinogens to CSULB EHS.) |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are chemicals separated and stored by hazard class (acids, bases, oxidizers, flammables, etc.)? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are chemicals inventoried with copies provided to CSULB EHS? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are chemical wastes properly segregated and stored with legible CSULB hazardous waste labels attached to the containers? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all hazardous wastes disposed of by EHS and not poured into the sanitary sewer or storm sewer systems? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is an ANSI rated plumbed and currently inspected and tested emergency shower available within 100 feet (or 10 seconds walk) of employee use, where required? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is an ANSI rated and currently inspected emergency eyewash available within 100 feet (10 seconds walk) where chemicals injurious to the eyes of employees are used? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are gloves suitable for the materials being used and the hazard warranting protection available to employees (welding, chemical use, particulates, etc.)? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is ANSI rated eye protection suitable for the hazard warranting protection available (welding, chemical use, particulates, etc.)? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is hearing protection suitable for the hazards warranting protection available? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are safety shoes available for those employees subject to falling objects and other foot impact hazards? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are ANSI rated hard hats available for employees subject to falling objects, low overhead obstructions, or contact hazards? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are aprons or other suitable protective clothing available for employees subject to chemicals, oil, grease, etc.? |
| Y | N | N/A | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources? |

Record additional inspection points and status on the next page.

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Site Specific Inspection Points

Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Y	N	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Field Notes

California State University Long Beach
Injury and Illness Prevention Program

CSULB IIPP OFFICE SAFETY INSPECTION CHECKLIST

California State University, Long Beach

Location _____ Date _____ Phone _____

Supervisor _____ Department _____

Inspector _____ Job title _____

Administration and training

- Yes No N/A 1. Are all safety records maintained in a centralized file for easy access?
- Yes No N/A 2. Are the safety records (inspections, training documents, ect.) current?
- Yes No N/A 3. Have all employees attended Injury & Illness Prevention Program training (provided by EHS)?
- Yes No N/A 4. Does the department have a completed Emergency Action Plan? Are employees being trained on its contents?
- Yes No N/A 5. Are chemical products used in the office being purchased in small quantities? Are Material Safety Data Sheets needed?
- Yes No N/A 6. Are the Cal/OSHA information poster, Workers' Compensation bulletin, annual accident summary (must be posed during February, at a minimum), and Emergency Response Guide flipchart posted? Is the EHS newsletter being received and posted?
- Yes No N/A 8. Are annual workplace inspections being performed and documented?

General safety

- Yes No N/A 9. Are exits, fire alarms, pull boxes, and sprinklers clearly marked and unobstructed?
- Yes No N/A 10. Are aisles and corridors unobstructed to allow unimpeded evacuations?
- Yes No N/A 11. Is a clearly identified, unobstructed, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? For extinguisher service, contact Facilities Management at 5-HELP.
- Yes No N/A 12. Are ergonomic issues being addressed for employees using computers?
- Yes No N/A 13. Is a fully stocked first-aid kit available? Is the location known to all employees in the area?
- Yes No N/A 14. Are cabinets, shelves, and furniture over five feet tall secured to prevent toppling during earthquakes?
- Yes No N/A 15. Are books and heavy items and equipment stored on low shelves and secured to prevent them from falling on people during earthquakes?
- Yes No N/A 16. Is the office kept clean of trash and recyclable materials promptly removed?

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Electrical safety

- Yes No N/A 17. Are plugs, cords, electrical panels, and receptacles in good condition? No exposed conductors or broken insulation?
- Yes No N/A 18. Are circuit breaker panels accessible and labeled?
- Yes No N/A 19. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
- Yes No N/A 20. Is lighting adequate throughout the work environment?
- Yes No N/A 21. Are extension cords being used correctly? They must not run through walls, doors, ceiling, or prevent a trip hazard running across aisles. Extension cords are for temporary use only.
- Yes No N/A 22. Are portable electric heaters being used? Is the user department aware of Executive Order 987 banning the use of resistance heaters in university facilities?
- Yes No N/A 23. Is the paper cutter guard in place?

California State University Long Beach
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Student Health Center SAFETY CHECKLIST

SAFETY OFFICER (or designee) _____	Date Inspected _____		
	Department _____		
Perform safety check in the 3rd to 4th week of the month. Please record any problems and document corrective action. Safety checklist is due in to the Chief Safety Officer by the 5th of the following month.			
1. EMERGENCY CONTACT	YES	NO	Corrective action/Resolution
Emergency Call list posted (post it notes do not qualify as acceptable list)			
2. FIRE EXTINGUISHER	YES	NO	Corrective action/Resolution
Is it mounted in it's proper place?			
Is access clear with nothing blocking it?			
Is the tag present and current?			
3. FIRST AID	YES	NO	Corrective action/Resolution
First aid kit available nearby			
Do all employees know where it is?			
Is there a fire blanket nearby and do all employees know where it is located?			
MSDS book readily available and all employees know where it is located. (online ok-post instruct)			
4. EMERGENCY LIGHTS	YES	NO	Corrective action/Resolution
Emergency lights unobstructed			
Emergency flashlight plugged into wall			
5. EYE WASH/SHOWER STATION	YES	NO	Corrective action/Resolution
Is it mounted in it's proper place?			
Is access clear with nothing blocking it?			
Is it in working order? (test eye wash only)			
6. CHEMICAL SPILL KIT	YES	NO	Corrective action/Resolution
Is one available in the area or very nearby?			
Hazard warning labels posted			
7. HANDWASH STATION	YES	NO	Corrective action/Resolution
Are soap and paper towels available?			
8. PERSONAL PROTECTIVE EQUIPMENT	YES	NO	Corrective action/Resolution
Are goggles and or shields available?			
Storage drawers that contain them labeled?			
Gloves available?			
Proper lab coats clean and available?			
Are employees wearing proper attire?			
Are employees wearing closed toe shoes?			
9. BIOHAZARD WASTE	YES	NO	Corrective action/Resolution
Each waste container has red biohazard label			
Sharps container labeled and less than 2/3 full			
Are the containers in good condition?			
No overflowing trash cans or trash on floor			
Main Biohazard storage room clean and locked			

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Student Health Center SAFETY CHECKLIST

10. FLAMMABLE LIQUIDS	YES	NO	Corrective action/Resolution
Max 10 gal flammable liquid stored in the lab			
F. liquids over one gal stored in safety cans			
Vents on flammable storage sealed			
Cabinet closed and in good condition?			
11. GAS CYLINDERS	YES	NO	Corrective action/Resolution
Cylinders are adequately secured (even empty)			
UF Compressed gas rules are posted			
Is cylinder stored away from a heat source?			
Cylinders w/o regulators capped			
Current tag or date			
12. BIOLOGICAL SAFETY HOOD	YES	NO	Corrective action/Resolution
Service tag attached and inspection <1 year recent			
No spills and appears clean with no obstructions			
13. STORAGE	YES	NO	Corrective action/Resolution
Refrigerators clearly labeled "No food or beverage"			
Storage room walk path clear			
Boxes stacked higher than 5 feet are secured			
Storage room appearance clean			
14. ELECTRICAL			Corrective action/Resolution
Elec and/or phone cords properly secured to floor			
Equipment plugged directly to wall or UL power surge protectors is used			
Extention cords properly secured			
15. PASSAGEWAYS/HALLS	YES	NO	Corrective action/Resolution
Exit signs clearly visible			
Walkway is free of obstructions			
No water, spills of other debri			
16. GENERAL	YES	NO	Corrective action/Resolution
No spilled water or material on the floor?			
Nothing looks out of order or unusual			
OTHER:	YES	NO	Corrective action/Resolution
	YES	NO	Corrective action/Resolution

Reviewed by: _____
Chief Safety Officer

Date _____