



CSULB IIPP OFFICE INSPECTION CHECKLIST – Administration and Training

Location _____ Date _____ Phone _____

Supervisor _____ Department _____

Inspector _____ Job Title _____

- 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, etc.) current?
- Yes No N/A 3. Are Safety Data Sheets (SDS) available and readily-accessible for any hazardous materials (e.g. bleach, rubbing alcohols, paint removers, liquid fuels, etc.) stored onsite?
- Yes No N/A 4. Has a Department/College inspection been conducted of the office area? If so, are inspection records documented in the DSO/CHO shared drive?
- Yes No N/A 5. Are ergonomic issues being addressed for employees using computers?
- Yes No N/A 6. Assuming the office is equipped with a first aid kit, are all occupants aware its location?

Additional description/notes: