



CSULB IIPP FACILITY INSPECTION CHECKLIST – Administration and Training

Location _____ Date _____ Phone _____

Supervisor _____ Department _____

Inspector _____ Job Title _____

Administration

- Yes No N/A 1. Have all employees received training specific to the potential dangers inherent in this work area (e.g. laboratories, machine shops, laser usage, areas where biological hazards are present, etc.)?
- Yes No N/A 2. Are all employees familiar with the use of Safety Data Sheets (SDSs)?
- Yes No N/A 3. Are Safety Data Sheets (SDS) available and readily-accessible for hazardous materials used or stored onsite?
- Yes No N/A 3. Have all employees been instructed on how to operate the equipment they are assigned to use?
- Yes No N/A 4. Have all employees been trained to protect themselves from hazards identified in their workplace?
- Yes No N/A 5. Where applicable, are all employees current on any specialized training (e.g. lockout/tagout, confined space entry, respirator use, etc.) needed?
- Yes No N/A 6. Are all training records complete and current for each employee?
- Yes No N/A 7. Are Original Equipment Manufacturer (OEM) manuals available for employee use?
- Yes No N/A 8. Are all safety records maintained in a centralized file for easy access?
- Yes No N/A 9. Are all safety records (inspections, training documents, etc.) current?
- Yes No N/A 10. 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 11. Are ergonomic issues being addressed for employees using computers?

Yes No N/A 12. Are cranes, forklifts, slings, ropes, hoists, jacks, employee lifts platforms, jack stands, etc. inspected after each use and used in accordance with training requirements?

Yes No N/A 13. Are excessive noise levels (>85 dbA) adequately and properly controlled or isolated?

Yes No N/A 14. Are first aid kits regularly stocked and maintained? Do room occupants know where first aid kits are located?

Hazardous Materials/Personal Protection

Yes No N/A 15. Are chemicals inventoried, either manually or within the Risk and Safety Solutions (RSS) database?

Yes No N/A 16. Are gloves, eye protection, safety shoes, chemical-resistant aprons, hearing protection, hardhats and other personal protective equipment (PPE) relevant to the hazards posed in this workplace provided to employees?

Yes No N/A 17. Assuming the office is equipped with a first aid kit, are all occupants aware its location?

Additional description/notes: