CSULB General Facility Inspection Check List

Location: _____   Date: _____   Phone: _____

Supervisor: _____   Department: _____

Inspector: _____   Job Title: _____

Administration

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

Fire Safety

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

Electrical Safety

Y	N	N/A	
☐	☐	☐	Are all plugs, cords, and receptacles in good condition (no exposed conductors, broken insulation, or non-OEM repairs?)
☐	☐	☐	Are all circuit breaker and power disconnect panels accessible, with 30 inches of clearance and labels indentifying the function of each switch?
☐	☐	☐	Are receptacle adapters banned? (Install additional outlets or properly fused power strips in lieu of adapters.)
☐	☐	☐	Is permanent building wiring installed away from unauthorized contact (in conduit, raceways, or walls?)
☐	☐	☐	Are ground fault circuit Interrupters installed or available for use in wet locations?
☐	☐	☐	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.)
☐	☐	☐	Are all machine guards for belts, gears, moving parts, and points of operation in place and adjusted properly?
☐	☐	☐	Are machine tool switches in good condition? (Easy access to disengage and remain off if de-energized and re-started?)
☐	☐	☐	Are gas welding torches equipped with flashback arrestors? Are arc welders and plasma cutters properly grounded?
☐	☐	☐	Is required industrial ventilation in place and operating properly to prevent employee exposure to regulated materials or by-products?
☐	☐	☐	Are air tanks > 1.5 cubic feet (11.22 gallons) capacity inspected as evidenced by a current attached or posted Cal/OSHA permit?
☐	☐	☐	Do compressed air nozzles have relief ports to safely vent if the orifice is blocked?
☐	☐	☐	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?
☐	☐	☐	Are cabinets, shelves, and equipment greater than 5 feet high secured to building structure to prevent tipping during an earthquake?
☐	☐	☐	Are cutting blades disposed of in rigid (non-medical sharps) containers to prevent injury to custodial personnel?
☐	☐	☐	Are guardrails installed around floor openings and lofts, along catwalks, etc. to prevent employee falls?
☐	☐	☐	Are potable water, soap, and towels available for employee hand washing?
☐	☐	☐	Are all plumbing fixtures served by industrial water properly labeled to prohibit drinking
☐	☐	☐	Are forklifts inspected prior to all uses, equipped with required safety features, and operated safely?

Y	N	N/A	
☐	☐	☐	Are excessive noise levels (noise greater than 85dbA) adequately and properly controlled or isolated? (Contact CSULB SRM for monitoring and assessment of noise levels.)
☐	☐	☐	Is an approved and regularly inspected first aid kit available and its location posted for employees?
☐	☐	☐	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.)
☐	☐	☐	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	
☐	☐	☐	Are chemicals stored to prevent spills?
☐	☐	☐	Are carcinogens handled safely to reduce employee exposure? (Report uses of regulated carcinogens to CSULB SRM.)
☐	☐	☐	Are chemicals separated and stored by hazard class (acids, bases, oxidizers, flammables, etc.)?
☐	☐	☐	Are chemicals inventoried with copies provided to CSULB SRM?
☐	☐	☐	Are chemical wastes properly segregated and stored with legible CSULB hazardous waste labels attached to the containers?
☐	☐	☐	Are all hazardous wastes disposed of by SRM and not poured into the sanitary sewer or storm sewer systems?
☐	☐	☐	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?
☐	☐	☐	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?
☐	☐	☐	Are gloves suitable for the materials being used and the hazard warranting protection available to employees (welding, chemical use, particulates, etc.)?
☐	☐	☐	Is ANSI rated eye protection suitable for the hazard warranting protection available (welding, chemical use, particulates, etc.)?
☐	☐	☐	Is hearing protection suitable for the hazards warranting protection available?
☐	☐	☐	Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
☐	☐	☐	Are ANSI rated hard hats available for employees subject to falling objects, low overhead obstructions, or contact hazards?
☐	☐	☐	Are aprons or other suitable protective clothing available for employees subject to chemicals, oil, grease, etc.?
☐	☐	☐	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.

Site Specific Inspection Points

Y   N N/A
☐   ☐ ☐   _____

Y   N N/A
☐   ☐ ☐   _____

Y   N N/A
☐   ☐ ☐   _____

Y   N N/A
☐   ☐ ☐   _____

Y   N N/A
☐   ☐ ☐   _____

Y   N N/A
☐   ☐ ☐   _____

Y   N N/A
☐   ☐ ☐   _____

Field Notes