

**Associated Students/SDSU
Safety Survey Checklist
Workshop Area**

This form is to be used for all workshop area inspections in addition to the detailed Hazard Assessment Checklist located in the workshop-specific Injury and Illness Prevention Program (IIPP).

Inspection Date _____ Department _____ Shop _____ Building/Room _____

Surveyor Name _____ Phone Ext _____

Report Type: Monthly ___ Quarterly ___ Biannual ___ Annual ___ Incident Follow Up ___

Please indicate if the items listed below are in compliance. A "Yes" or "N/A" response indicates compliance. Responsibility for resolving non-compliance items is indicated in parenthesis.

Items marked as non-compliant below are in violation of specific sections of the California Health and Safety Code, California Code of Regulations: Title 8, or the Uniform Fire Code. All items marked as non-compliant must be corrected. Refer to the attached Safety Survey Checklist Instructions and Information form for a detailed description of what is included in each item. Please contact EH&S @594-6778 if you have any questions.

Compliance – Yes, N/A

Non-Compliance – No

GENERAL SAFETY			
1. Employee health and safety information is posted. <i>(Dept, EHS)</i>	Yes	No	N/A
2. Clearance is maintained for walkways. <i>(Shop)</i>	Yes	No	N/A
3. All areas have adequate lighting. <i>(Shop)</i>	Yes	No	N/A
4. First aid kits are available and stocked. <i>(Dept)</i>	Yes	No	N/A
5. Compliance with seismic safety is maintained. <i>(Shop)</i>	Yes	No	N/A
6. Good housekeeping is maintained. <i>(Shop)</i>	Yes	No	N/A
7. Employees are aware of health and safety requirements and policies. <i>(Dept, EHS)</i>	Yes	No	N/A
8. Stairways are maintained in a safe condition. <i>(Shop)</i>	Yes	No	N/A

List Comments, Reasons for Non-Compliance and Date of Resolution:

FIRE AND LIFE SAFETY			
1. Exits are clearly marked and unobstructed. <i>(Shop)</i>	Yes	No	N/A
2. All emergency equipment is accessible and storage is maintained appropriately. <i>(Shop)</i>	Yes	No	N/A
3. Fire doors are unobstructed. <i>(Shop)</i>	Yes	No	N/A
4. Fire extinguishers are available and certified. <i>(Shop)</i>	Yes	No	N/A
5. Fire alarm audiovisual devices are easily seen and free of obstruction. <i>(Shop)</i>	Yes	No	N/A
6. No smoking policy is enforced. <i>(Dept)</i>	Yes	No	N/A
7. Employees are trained in emergency preparedness procedures. <i>(Dept)</i>	Yes	No	N/A

List Comments, Reasons for Non-Compliance and Date of Resolution:

ELECTRICAL SAFETY			
1. Electrical items are in safe working condition. <i>(Shop)</i>	Yes	No	N/A
2. Electrical cords are used in an approved manner. <i>(Shop)</i>	Yes	No	N/A
3. Clearance is maintained around electrical and circuit breaker panels and they are labeled. <i>(Shop)</i>	Yes	No	N/A

List Comments, Reasons for Non-Compliance and Date of Resolution:

GENERAL WORKSHOP AREA SAFETY			
1. Machines, equipment, and work area are in good condition. <i>(Shop)</i>	Yes	No	N/A
2. Lockout/Tagout procedures are followed. <i>(Shop)</i>	Yes	No	N/A

3. Employees are trained and safety topics are reviewed. <i>(Shop)</i>	Yes	No	N/A
4. Proper personal protective equipment is available and used. <i>(Shop)</i>	Yes	No	N/A
5. Local exhaust / ventilation is provided as required. <i>(Shop)</i>	Yes	No	N/A
6. Machine guards are in place and required warnings are posted. <i>(Shop)</i>	Yes	No	N/A
7. Hazard assessments are performed. <i>(Shop)</i>	Yes	No	N/A

List Comments, Reasons for Non-Compliance and Date of Resolution:

CHEMICAL SAFETY			
1. Chemical bottles are labeled and closed. <i>(Shop)</i>	Yes	No	N/A
2. Hazardous materials are stored and disposed of properly. <i>(Shop)</i>	Yes	No	N/A
3. Flammable liquids are within allowable quantities and stored appropriately. <i>(Shop)</i>	Yes	No	N/A
4. Acid quantities are less than 15 gallons and stored appropriately. <i>(Shop)</i>	Yes	No	N/A
5. A chemical spill kit is available. <i>(Shop)</i>	Yes	No	N/A
6. Appropriate personal protection equipment is available (for example safety glasses and gloves). <i>(Shop)</i>	Yes	No	N/A
7. Emergency eyewash and safety showers are available. <i>(Shop)</i>	Yes	No	N/A
8. Food, drinks, or pets are not allowed in the work area. <i>(Shop)</i>	Yes	No	N/A
9. MSDS's are accessible and the chemical inventory list is current. <i>(Shop)</i>	Yes	No	N/A

List Comments, Reasons for Non-Compliance and Date of Resolution:

HAZARDOUS WASTE			
1. Waste containers are stored and labeled properly. <i>(Shop)*</i>	Yes	No	N/A
2. Waste containers are not held over 9 months. <i>(Shop, EHS) *</i>	Yes	No	N/A

List Comments, Reasons for Non-Compliance and Date of Resolution:

***Please contact EH&S @46778 for hazardous waste labels and to request hazardous waste disposal**

COMPRESSED GAS CYLINDERS			
1. Compressed gas cylinders are properly stored. <i>(Shop)</i>	Yes	No	N/A
2. Incompatible oxygen and fuel gases are segregated. <i>(Shop)</i>	Yes	No	N/A

List Comments, Reasons for Non-Compliance and Date of Resolution:

Safety Survey Checklist Instructions and Information–Workshop Area

The information below includes a detailed description pertaining to corresponding items listed in the Safety Survey Checklist for Workshop Area inspection form. Please refer to the items below as needed while performing the safety survey. All requirements listed within each item must be in compliance. List reasons for non-compliance in the applicable comments section on the inspection form.

GENERAL SAFETY

1. Employee health and safety information includes: Emergency evacuation routes (posted in main egress corridors), Notice to Employees-Injuries Caused By Work posting, and emergency procedures.
2. Clearance is maintained for walkways and includes main egress hallways (36") and aisles (24"). Shop areas and floors are obstacle-free, in secure, safe, and unobstructed condition free from slipping and tripping hazards to allow for a quick exit. Materials are not stored in corridors, exits, hallways and stairwells. Electric cords, telephone, and computer cables are secured.
3. Adequate lighting is provided and maintained for a safe working environment.
4. First aid kits are available and stocked at all times. Employees are informed about the location of the first aid kits in the shop.
5. Cabinets and shelves above 48" are seismically restrained (braced or fastened). Lips/restraints or doors are used on storage shelves. There is no unsafe or high overhead storage.
6. Good housekeeping is maintained, including storage and work areas are free of clutter, clean, and orderly. File and desk drawers open and close easily. Furniture and fixtures are free of sharp edges. Materials are stored in a safe manner.
7. Employees are aware of health and safety requirements, including the Violence-Free Workplace Policy. Employees acknowledge and understand to report safety and security-related concerns to their supervisor.
8. Stairways have non-slip tread and are equipped with standard handrails.

FIRE AND LIFE SAFETY

1. Exits are clearly marked. All exit doors and egress pathways leading to them are unobstructed with at least 36" clearance.
2. All emergency equipment (i.e. pull stations, sprinkler heads) has a clear, unobstructed path, and is easily accessible. Materials are stored at least 2 feet below the ceiling in non-sprinklered areas and at least 18 inches below sprinkler head deflectors in sprinklered areas.
3. Fire doors are unobstructed, closed, and no doorstoppers or wedges are being used to keep them open.
4. Fire extinguishers are available, visible, accessible, in good condition, certified annually, and inspected monthly. Fire extinguishers are wall-mounted in their designated locations with intact tamper seals and location signs in place, if needed for visibility.
5. Fire alarm audiovisual devices are easily seen, free of obstruction, and are functioning properly.
6. The no smoking policy is enforced and employees are not permitted to smoke within 20 feet of the building.
7. Employees are trained in emergency evacuation, how to report a fire or other emergency, and how to use a fire extinguisher. Employees participate in evacuation drills.

ELECTRICAL SAFETY

1. Electrical items including: switches, appliances, outlets, plugs, and cords are in safe working condition (cords are not frayed).
2. Multiple electrical cords are tied to circuit breakers/power strips. Only UL approved power strips or cube adapters with circuit breakers are used. Electrical cords are grounded (3 pronged type). No plug adapters or extension cords (approved for temporary use only) are used. Electrical cords are properly secured (wrapped or tied together), secured to wall (not hanging), not situated under mats or in aisle ways or in any other way so they are a physical hazard. Power strips are plugged directly into approved electrical outlets.
3. Electrical and circuit breaker panels have a minimum of 36" unobstructed access (not blocked). Panel doors are kept closed and latched. Circuit breakers are labeled as to what they control.

GENERAL WORKSHOP AREA SAFETY

1. Machines, equipment, tables, chairs, benches, cables etc. are in good condition.
2. Appropriate Lockout/Tagout procedures are implemented before equipment repair and maintenance and while performing work on electrical systems.
3. Employees are trained for safe use of machines, equipment and materials. Tailgate Meetings include safety topics as determined in the Job Hazard Assessments.
4. Proper personal protective equipment is available and used (goggles, safety glasses, gloves, ear plugs, shoes, clothing, etc.).
5. Local exhaust / ventilation is provided for saws, grinders, and welding areas, as required.
6. Machine safety guards are used for gears, blades, pulleys, belts, shafts, etc. Appropriate warning signs are posted for machines and area hazards.
7. Hazard assessments are performed using a shop-specific checklist, for example the Shop-Specific Hazard Assessment Checklist located in the IIPP.

CHEMICAL SAFETY

1. All chemical bottles and containers are clearly labeled with full chemical name and hazard warning, well sealed (capped), and, for time-sensitive chemicals, are not stored beyond the shelf life expiration dates.
2. Hazardous materials are stored in adequate containers and disposed of properly. No chemicals are stored on floors, in aisles, on high shelves, or in incompatible groupings. Hazardous materials and chemicals are properly segregated. Storage of dilute solutions is allowed under sinks. Flammables, reactives, and explosives are stored in approved refrigerators (explosion proof, no food present). Secondary containers are provided and used when required.
3. Flammable liquids are less than 10 gallons. Greater than 10 gallons are stored in a flammable cabinet. There are no more than four flammable cabinets stored in the shop. Flammables are properly labeled.
4. Acid quantities are less than 15 gallons and acid is stored below eyelevel.
5. A chemical spill kit is accessible and contents are intact. Absorbent material for spill control or containment is available.
6. Appropriate personal protective equipment is available (for example safety glasses and gloves). Employees are aware of the location where the equipment is stored.
7. Emergency eyewash and safety showers are present, accessible, and in good working condition as required in areas where employees are exposed to corrosive materials. Eyewash and safety shower connections are secure and have been activated at least monthly to verify the water stream runs clear. Emergency showers have a reachable pull chain/handle that is completely accessible.
8. Food, drinks, or pets are not allowed in the work area. Food and drinks are not stored in refrigerators where chemicals are stored.
9. MSDS's are accessible with location signs in place and the chemical inventory list is current.

HAZARDOUS WASTE

1. Waste containers are adequate, closed, properly labeled (with a hazardous waste label), in good condition, stored in a manner to prevent leaks, segregated, and all components in the same container are compatible. Containers are inspected at least monthly by shop personnel.
2. Waste containers are not held over 9 months. Shop personnel contact EH&S for pick up and disposal of hazardous waste.

COMPRESSED GAS CYLINDERS

1. Compressed gas cylinders are properly secured together (double strapped or chained), stored with regulators closed when not in use, and labeled. Without regulators connected, valve protection caps must be securely attached.
2. Incompatible oxygen and fuel gases in storage are separated by at least 20 feet.