



# California State University SAN MARCOS

Safety, Risk and Sustainability    California State University San Marcos    333 S. Twin Oaks Valley Road    San Marcos, CA 92096-0001

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## DEPARTMENT SAFETY INSPECTION CHECKLIST

Department \_\_\_\_\_

Location(s) \_\_\_\_\_

Report prepared by \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

REVIEWED BY MANAGER, CHAIR, DIRECTOR OR DEAN.

YES NO N/A

YES NO N/A

A. BUILDINGS AND GROUNDS				
		YES	NO	N/A
1	Electric outlets not overloaded, multiple plug adapters are not used and have covers.			
2	Ensure required freezers/equipment is on emergency power (red electrical plates)			
3	Lighting adequate in all areas.			
4	Storage at least 18 inches below sprinkler head.			
5	Floors in good repair with no tripping hazards.			
6	Lighting adequate in all areas.			
7	All plumbing fixtures in good repair.			
8	Emergency procedures and evacuation routes posted			
9	Fire doors not blocked or wedged open			
10	Furniture taller than 60" braced to the wall			
11	No exposed electrical conductors (50V or more)			
12	Electric lights, switches, etc, in good repair.			
13	Other			

D. SHOP, MACHINERY AND EQUIPMENT				
		YES	NO	N/A
1	Electrical boxes, panels and receptacle covered to protect against electrocution or shock.			
2	Work platforms have secure handrails, guarding or fence.			
3	Air compressors have "Automatic startup" warning signs.			
4	Ladders in good condition.			
5	Gas cylinders secured with chain restraints.			
6	Protective valve caps in place.			
7	Electrical equipment grounded.			
8	Lock-out procedures/dange tags in place.			
9	Appropriate training provided for jobs.			
10	Operating procedures posted for each machine.			
11	Moving parts of machinery properly guarded.			
12	Storage of tools adequate.			
13	Power and hand tools in good condtion.			

B. CLOTHING AND PROTECTIVE EQUIPMENT				
		YES	NO	N/A
1	Eye protection provided in shops/labs			
2	Gloves, aprons & other clothing provided			
3	Proper respirators provided where necessary.			
4	Proper clothing/footwear worn at all times.			
5	Areas requiring the use of eye protection posted			

E. STORAGE / EGRESS				
		YES	NO	N/A
1	Hallways, aisles, exit corridors, and unobstructed			
2	Floors clean and free from slipping hazards.			
3	Access to electric panels unobstructed			
4	Exits clearly marked, illuminated, and accessible.			
5	Other			

C. LABORATORIES				
		YES	NO	N/A
1	Electrical equipment grounded with a 3-prong plug and turned off when not in use.			
2	First aid equipment (include em. eye washes/showers) available, adequate and complete.			
3	Eyewash & safety showers available in close proximity and unobstructed.			
4	Rooms containing haz.substances (Infectious and/or Radioactive) posted with warning/caution signs?			
5	Safety Data Sheets (SDSs) available to all employees.			
6	Ice making machines labeled "Not for Human Consumption"			
7	Lab fume hoods certified and operating properly.			
8	Up to date chemical inventory list.			
9	Spill materials (absorbent/pads) available?			
11	Lab equipment and glassware in good condition.			
12	Microwaves labeled "Not for Food Use".			
13	Other			

F. HAZARDOUS MATERIALS / WASTE				
		YES	NO	N/A
1	Containers labeled with completed CSUSM hazardous waste labels.			
2	Are tissue/pathogens segregated from other biohazardous waste?			
3	Containers with biohazardous waste have the appropriate biohazard sign.			
4	Peroxide testing performed on materials that form peroxides.			
5	Biohazard waste containers have generator label on exterior.			
6	Biohazard bags containerized in rigid, leak resistant containers and covered.			
7	All liquid waste stored in capped containers?			
8	Appropriate security for highly toxic chemicals.			
9	Oxidizers placed in secondary storage.			
11	Container intact (Not damaged/compromised)			
12	Constitutes of the waste described on the container label.			
13	Sharps Containers have no protruding contents			

YES NO N/A

G. THEATER / ARTS			
1	MSDS on products and chemicals in use maintained at the theater?		
2	Exits clearly marked, illuminated, and accessible.		
3	Are there appropriate fire extinguishers		
4	Rigging safely secured?		
5	Props safely secured?		
6	Lights safely secured		
7	Is electrical wiring secured on floors and walls?		
8	Written emergency procedures posted.		
9	Other		

YES NO N/A

H. FIRE PROTECTION			
1	All flammables kept in labeled, closed containers		
2	Flammable materials stored in metal cabinets.		
3	Refrigeration units approved for flamm. storage		
4	Flammables separated from strong oxidizers		
5	Flammable wastes disposed of properly.		
6	No Smoking signs posted where required.		
7	Fire extinguishers available, accessible, and operable		
8	Exits clearly marked, illuminated, and accessible.		
9	Other		

**I. SAFE PRACTICES**

1	Employees instructed in safe use of equipment.		
2	Health and safety rules followed.		
3	Employees in labs trained in Hazard Communication / GHS.		
4	Other		

**NOTES/COMMENTS**

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Please send a copy of this inspection to Safety, Risk and Sustainability.