

# CAL POLY SAFETY INSPECTION CHECKLIST

## Common/Storage Area Safety

Date: \_\_\_\_\_ Department: \_\_\_\_\_ Building: \_\_\_\_\_ Room(s): \_\_\_\_\_

Site Manager\*: \_\_\_\_\_ Inspector: \_\_\_\_\_

Dept. Safety Coordinator: \_\_\_\_\_

\*Site manager is defined as: lab/space owner, Principal Investigator, Cognizant Individual, etc. This is NOT the department or college Safety Coordinator.

**Instructions:**

- On a yearly basis, one of these inspection forms is to be completed for each laboratory.
- Copies of the completed self-inspection form shall be sent to the department chair/head and site manager
- The site manager and Dept. Chair/Head must sign and date receipt of the inspection form below
- Items requiring corrective action shall be completed within 30-days and the updated inspection form shall be sent to the department chair/head and safety coordinator to close out the deficiencies
- This completed inspection form shall be available during an audit
- The department chair/head or designee shall submit a Facilities Service Request for corrective actions requiring maintenance service (extension 5555)

Questions regarding specific compliance requirements should be directed to Tom Featherstone, Hazardous Materials Specialist, Environmental Health & Safety at extension 6661 or email at [tfeather@calpoly.edu](mailto:tfeather@calpoly.edu).

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Site Manager: \_\_\_\_\_ Date: \_\_\_\_\_

**Do NOT leave any line item blank. If not applicable, please put N/A in comments box.**

GENERAL	YES	NO	COMMENTS
Are work and storage areas clean and orderly?			
Are emergency notification procedures, contacts, and phone numbers posted? (see EH&S website under General Safety for templates)			
Is a first aid kit readily accessible and adequately stocked?			
Do aisles have a minimum of 24 inches of clear width?			
Are safety guards in place for equipment with moving parts (belts, fans, saw blades)?			
Is electrical equipment grounded or double insulated?			
Is the floor kept clean from oil spills and absorbant?			
Have trip hazards been eliminated (e.g., cords, hoses, etc.)?			
Are all cabinets and shelves, greater than 42 inches tall, secured to the walls or otherwise anchored to resist seismic failure or collapse?			

<b>GENERAL (CONTINUED)</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Is there a clear area 30 inches wide by 30 inches deep in front of all electrical panels and circuit breaker boxes? (shallow fixed counters are allowed)			
Are exit doors unobstructed?			
Are doors which are blocked on one side clearly marked on the opposite side: "No Access Through This Door"?			
Are doors, passageways or stairways, that are neither exits nor accesses to exits and which could be mistaken for exits, appropriately marked with, "Not An Exit", "To Storeroom", etc.?			
Is there at least 18 inches of clearance between the ceiling and stored materials?			
Are all outlets for water not suitable for drinking clearly identified?			
Is vacuuming with appropriate equipment used whenever possible rather than blowing or sweeping dust?			
Is personal protective equipment provided, used and maintained whenever required?			
Is documentation of prior safety inspections <u>and corrections</u> maintained and available?			
Are fire extinguishers free from obstructions or blockage?			
Is a fire extinguisher readily accessible (within 75 feet) with a current (within one year) service tag?			
<b>HAZARDOUS MATERIALS</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Are combustible scrap, debris and waste materials (oily rags, etc.) stored in covered metal receptacles and removed from the worksite promptly?			
Are approved containers and tanks used for the storage and handling of flammable and combustible liquids?			
Is each container for a hazardous substance (i.e., vats, bottles, storage tanks, etc.) labeled with product identity and a hazard warning (communication of the specific health hazards and physical hazards)?			
Are Material Safety Data Sheets readily available for all hazardous substances in the room/area?			

<b>HAZARDOUS MATERIALS (CONTINUED)</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Is a complete, current inventory of all chemicals readily available?			
Are employees & students aware of the potential hazards involving various chemicals stored or used in the workplace such as acids, bases, caustics, epoxies, phenols, etc.?			
Is personal protective equipment provided, used and maintained whenever necessary?			
Are employees prohibited from eating in areas where hazardous chemicals are present?			

<b>HEALTH &amp; SAFETY TRAINING</b>	<b>YES</b>	<b>NO</b>	<b>COMMENTS</b>
Do employees and students receive appropriate health & safety training before they first begin working with hazardous substances or processes, when new hazards (substances, processes, or equipment) are introduced to the shop, or when the supervisor/instructor is made aware of a new or previously unrecognized hazard?			
Do employees and students receive training on:			
The area's standard operating procedures for each piece of equipment or process?			
Health & safety policies and practices including health & safety rights and responsibilities.			
Specific hazards associated with the materials and equipment they use and how to protect themselves?			
The use of personal protective equipment (PPE), if applicable?			
Emergency procedures?			
Is written documentation of safety training available, complete, and current?			