

ST. CLOUD STATE UNIVERSITY SAFETY INSPECTION CHECKLIST
Safety/Security/Fire/Sanitation Inspection Report

LOCATION: _____

INSPECTOR: _____

DATE: _____

SUPERVISOR'S INITIALS: _____

Code: "S" Indicates Satisfactory

"U" Indicates Unsatisfactory - See comments and action taken

"NA" Not Applicable

SAFETY

Comments

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- _____ 1. General Housekeeping:
 - ___ Free of accumulation
 - ___ Floor free of slip, trip, stumble items
 - ___ Windows clean
 - ___ Acceptable general cleanliness
 - ___ Clean classroom
 - _____ 2. Floors, Stairway daily(clean, dry)
 - ___ Rags, trash, scrap material stored in separate approved containers
 - _____ 3. Storage closets (clean, neat)
 - _____ 4. Illumination (light OK) burnt out bulbs
 - _____ 5. Electrical wiring (broken) all junction boxes have covers
 - _____ 6. Cords on power equipment and extension cords free of defects
 - _____ 7. Electrical (breaker boxes clear) 3 ft. access required
 - _____ 8. Shop doors not blocked
 - _____ 9. Personal safety equipment available and used as required:
 - ___ Safety shoes ___ Eye/face protection
 - ___ Respirator ___ Safety glasses cleaning station
 - ___ Eye emergency station
 - _____ 10. Labeling chemical containers with a hazard rating and part number
 - _____ 11. Chemical eye wash station is clear, weekly water test, and 3 ft. clearance
 - _____ 12. All hazardous waste in approved, secured containers marked and labeled (yellow sticker)
 - _____ 13. Machines properly guarded:
 - ___ Belts ___ Saws
 - ___ Grinders (___ Shield; ___ Tool rest; ___ Tongue Guard; ___ Side of plates)
 - ___ Guards in place
 - _____ 14. Furniture (stable/unbroken)
 - _____ 15. Housekeeping (neat, area clean)
 - _____ 16. Tool wear/safety check
 - _____ 17. Machine safety switches operate properly
 - _____ 18. Crane/hoist/frame rack inspected (if applicable)

SAFETY – Cont.**Comments**

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- _____ 19. Fans have proper guards
 - _____ 20. Marked walk ways free of obstruction
 - _____ 21. Overhead materials secured in place
 - _____ 22. Carts, wheel barrows and lifting/carrying equipment in good condition
 - _____ 23. Safety rules and signs are posted in appropriate areas in easy view of all staff and visitors entering the area

FIRE**Comments**

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- _____ 24. Fire Evacuation map (present/up to date)
Emergency egress routes/exits (clear)
 - _____ 25. Stand pipe clear and undamaged, sprinkler heads clear (all materials 18" LOWER)
 - _____ 26. Trash removal
 - _____ 27. Emergency lighting, exit lighting working
 - _____ 28. Nothing on outlets, lights, or conduit (i.e. radios, pager, tools, etc.)
 - _____ 29. Fire extinguishers shall not be blocked/dented
 - _____ 30. Fire extinguishers should be checked for normal pressure (in the green)
 - _____ 31. Flammable products must be in place in a locked up cabinet
 - _____ 32. Fire pull stations clear, operable key hole clear and unbroken
 - _____ 33. No wedges to hold open rated doors designed to be self-closing
 - _____ 34. Staff trained on shop/classroom power equipment

SANITATION/HEALTH**Comments**

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- _____ 35. First Aid Kit and Blood Kit (present, missing items)
 - _____ 36. Mop and bucket room (clean, grime/fungus free)
 - _____ 37. Bathrooms Toilets/urinals (cleaned/sanitized daily)
 - _____ 38. Sinks/mirrors (clean, polished chrome)
 - _____ 39. Storage rooms clean, cleaning prod. & equip.(clean, proper storage)
 - _____ 40. Any bug, insect, or rodent problems
 - _____ 41. Dumpsters/Garbage container (clean inside & outside)

**Report immediately any safety concerns to your supervisor or Safety Administrator.
SEND THIS FORM TO THE SAFETY ADMINISTRATOR WHEN COMPLETED.**