

Office AreaSan Diego State University
Safety Survey Checklist

Inspection Date _____ Department _____ Building/Room _____

Surveyor _____ Phone Ext _____

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

The Safety Survey Checklist Instructions and Information-Office Area form must be used while completing this safety survey. 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. Please contact EH&S @594-6778 if you have any questions.

GENERAL SAFETY	Yes	No	N/A
1. Employee health and safety information is posted. <i>(Dept, EHS)</i>	Yes	No	N/A
2. A minimum 36" clearance is maintained in egress corridors. Floors are in a secure, safe, and unobstructed condition free from slipping and tripping hazards to allow for a quick exit. <i>(Dept)</i>	Yes	No	N/A
3. All areas have adequate lighting. <i>(Dept, PP)</i>	Yes	No	N/A
4. First aid kits are available and stocked. <i>(Dept)</i>	Yes	No	N/A
5. Storage racks and cabinets are seismically restrained. <i>(Dept)</i>	Yes	No	N/A
6. Office equipment is in good condition and used appropriately and safely. <i>(Dept)</i>	Yes	No	N/A
7. Stepstools and stepladders are in good condition. <i>(Dept)</i>	Yes	No	N/A
8. Good housekeeping is maintained. <i>(Dept)</i>	Yes	No	N/A
9. Employees are aware of health and safety requirements, including the Violence Free Workplace Policy. <i>(Dept)</i>	Yes	No	N/A

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

FIRE AND LIFE SAFETY	Yes	No	N/A
1. Exits are clearly marked. <i>(Dept, PP)</i>	Yes	No	N/A
2. All emergency equipment is easily accessible. <i>(Dept)</i>	Yes	No	N/A
3. Fire doors are unobstructed and closed. <i>(Dept)</i>	Yes	No	N/A
4. Fire extinguishers are available, certified annually, and inspected monthly. <i>(Dept, PP)</i>	Yes	No	N/A
5. Fire alarm audio visual devices are easily seen and free of obstruction. <i>(Dept)</i>	Yes	No	N/A
6. No smoking policy is enforced. <i>(Dept)</i>	Yes	No	N/A
7. Employees are trained in emergency evacuation and how to report a fire or other emergency. <i>(Dept)</i>	Yes	No	N/A
8. Partition height does not exceed 60 inches. <i>(Dept)</i>	Yes	No	N/A

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

ELECTRICAL SAFETY	Yes	No	N/A
1. Electrical components are in safe working condition. <i>(Dept)</i>	Yes	No	N/A
2. Electrical cords are used and secured appropriately. <i>(Dept)</i>	Yes	No	N/A
3. Electrical and circuit breaker panels have a minimum of 36" unobstructed access. <i>(Dept)</i>	Yes	No	N/A

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