

Workshop Area

San Diego State University Safety Survey Checklist

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: Quarterly ___ Biannual ___ Annual ___ Incident Follow Up ___

The Safety Survey Checklist Instructions and Information-Workshop 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 and Title 22, 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			
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. Storage racks and cabinets are seismically restrained. <i>(Shop)</i>	Yes	No	N/A
6. Employees are aware of health and safety requirements and policies. <i>(Dept)</i>	Yes	No	N/A
7. 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. <i>(Shop)</i>	Yes	No	N/A
2. All emergency equipment is easily accessible. <i>(Shop)</i>	Yes	No	N/A
3. Fire doors are unobstructed and closed. <i>(Shop)</i>	Yes	No	N/A
4. Fire extinguishers are available, certified annually, and inspected monthly. <i>(Shop)</i>	Yes	No	N/A
5. Fire alarm audio visual 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 evacuation and how to report a fire or other emergency. <i>(Dept)</i>	Yes	No	N/A

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

ELECTRICAL SAFETY			
1. Electrical components are in safe working condition. <i>(Shop)</i>	Yes	No	N/A
2. Electrical cords are used and secured appropriately. <i>(Shop)</i>	Yes	No	N/A
3. Electrical and circuit breaker panels have a minimum of 36" unobstructed access. <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. All chemical bottles and containers are clearly labeled and closed. <i>(Shop)</i>	Yes	No	N/A
2. Hazardous materials are stored in adequate containers with compatible chemicals. <i>(Shop)</i>	Yes	No	N/A
3. Acid is stored below eyelevel and in secondary containment. <i>(Shop)</i>	Yes	No	N/A
4. A chemical spill kit is accessible and contents are intact. <i>(Shop)</i>	Yes	No	N/A
5. Appropriate personal protective equipment is available (for example safety glasses and gloves). <i>(Shop)</i>	Yes	No	N/A
6. Emergency eyewash & safety showers are present, accessible, and in good working condition. <i>(Shop)</i>	Yes	No	N/A
7. Food or beverage containers are not used to store chemicals. <i>(Shop)</i>	Yes	No	N/A
8. Sinks have berms if there is chemical storage nearby. <i>(Shop)</i>	Yes	No	N/A
9. MSDS's are accessible. <i>(Shop)</i>	Yes	No	N/A
10. Compressed gas cylinders are secured together and stored properly. <i>(Shop)</i>	Yes	No	N/A

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

HAZARDOUS WASTE			
1. Waste containers are adequate, closed, properly labeled, and in good condition. <i>(Shop)*</i>	Yes	No	N/A
2. Waste containers are not held longer than 9 months. <i>(Shop)*</i>	Yes	No	N/A
3. Hazardous waste labels are completed including date of first use. <i>(Shop)</i>	Yes	No	N/A
4. Food or beverage containers are not used to store hazardous waste. <i>(Shop)</i>	Yes	No	N/A
5. All spills are cleaned up in a timely manner. <i>(Shop)</i>	Yes	No	N/A
6. Empty containers are marked "empty" and given to EH&S for pick-up. <i>(Shop)</i>	Yes	No	N/A
7. Boxes and/or containers do not have overflow, i.e. lids can be closed. <i>(Shop)</i>	Yes	No	N/A
8. Chemicals are not stored in the sink. <i>(Shop)</i>	Yes	No	N/A
9. Incompatible chemical waste is not stored together, without secondary containment. <i>(Shop)</i>	Yes	No	N/A
10. Unauthorized treatment of chemicals for disposal, i.e. neutralization, filtering, chemical separation, dilution, etc. is not performed. <i>(Shop)</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