

# Department of Environmental Health and Safety

## Department Safety Inspection Report



DEPARTMENT	REPORT PREPARED BY	EXT.	DATE OF THIS REPORT
LOCATION OF INSPECTION			

**GENERAL SAFETY INSPECTION CHECKLIST**  
CHECK ALL ITEMS THAT APPLY IN EACH COLUMN BELOW

<b>OFFICE AND CLASSROOM</b>			20. ELECTRICAL EQUIPMENT GROUNDED WITH 3-PRONG PLUG		
1. EMERGENCY PROCEDURES POSTED			19. CUBE ADAPTERS ARE NOT BEING USED		
2. AISLES MAINTAINED WITH 24" OR MORE			20. ELECTRICAL EQUIPMENT GROUNDED WITH 3-PRONG PLUG		
3. CHAIRS AND TABLES IN GOOD REPAIR			21. ELECTRICAL SWITCHES, OUTLETS AND APPLIANCES IN GOOD REPAIR		
4. CABINETS AND SHELVES ABOVE 60" ARE ANCHORED			22. ACCESS TO ELECTRICAL PANELS UNOBSTRUCTED		
5. FIRST AID SUPPLIES AVAILABLE AND ADEQUATE			23. CORDS NOT RUNNING UNDER MATS		
6. OTHER			24. CIRCUIT BREAKERS UNOBSTRUCTED		
<b>BUILDING SAFETY</b>	<b>YES</b>	<b>NO</b>	25. OTHER		
7. LIGHTING ADEQUATE IN ALL AREAS			<b>FIRE PROTECTION</b>	<b>YES</b>	<b>NO</b>
8. HEATING AND VENTILATION ADEQUATE			26. ALL EXITS MARKED AND UNOBSTRUCTED		
9. ALL PLUMBING FIXTURES IN GOOD REPAIR			27. FIRE EXTINGUISHERS AVAILABLE, OPERABLE AND IN GOOD REPAIR		
10. WINDOW AND DOORS IN GOOD REPAIR, CLOSERS IN PLACE, NO STOPPERS USED			28. EMPLOYEES TRAINED IN EMERGENCY PROCEDURES AND USE OF FIRE EXTINGUISHERS		
11. FLOORS CLEAN AND IN GOOD REPAIR WITH NO TRIPPING HAZARDS			29. FLAMMABLE MATERIALS STORED IN METAL CABINETS		
12. OTHER			30. ALARM BOXES AND SPRINKLER HEADS UNOBSTRUCTED		
<b>HOUSEKEEPING</b>	<b>YES</b>	<b>NO</b>	31. OTHER		
13. CORRIDORS, HALLWAYS, EXITS AND AISLES UNOBSTRUCTED			<b>SAFETY PRACTICES</b>	<b>YES</b>	<b>NO</b>
14. STORAGE AREA CLEAN AND ORDERLY, MATERIALS STORED IN SAFE MANNER			32. EMPLOYEES TRAINED IN SAFE USE OF EQUIPMENT		
15. ELECTRICAL CORDS OUT OF AISLEWAYS			33. SAFE LIFTING TECHNIQUES TAUGHT AND IMPLEMENTED		
16. OTHER			34. HAZARDOUS MATERIAL CONTAINERS LABELED PROPERLY		
<b>ELECTRICAL SAFETY</b>	<b>YES</b>	<b>NO</b>	35. ALL HAZARDOUS WASTE DISPOSED OF PROPERLY		
17. EXTENTION CORDS ARE NOT IN USE			36. ALL EMPLOYEES TRAINED IN EMERGENCY EVACUATION PROCEDURES / 911 EMERGENCY REPORTING		
18. POWER STRIPS UL APPROVED WITH OVERLOAD PROTECTION			37. SMOKING POLICY ENFORCED		
19. CUBE ADAPTERS ARE NOT BEING USED			38. OTHER		

RECOMMENDATIONS AND/OR SUGGESTIONS (PLEASE NOTE NECESSARY CORRECTIONS OR COMMENTS USING CORRESPONDING NUMBERS) \_\_\_\_\_

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ASSISTANCE OR MATERIALS NEEDED FROM EMHS OFFICE \_\_\_\_\_

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