



Department of Environmental Health & Safety

SHOP SAFETY SURVEY

All shops and other similar spaces should be periodically inspected for hazards. For each item, check Yes, No, or N/A. Retain all documentation regarding inspections, including findings and corrective actions taken for any "No" responses, for a minimum of 3 years.

- Individual occupants *and* their departments are responsible for tracking and/or correcting deficiencies identified in their area of responsibility.
- Building deficiencies such as repairs to doors, walls, etc., are to be submitted on-line to FMS, via a Service Request.

Please provide a copy of the inspection form to EHS indicating the corrective action taken for each item marked "No", with the exception of items submitted to FMS via the work order system. Work order numbers including the item number they refer should be listed in the comment section of this form.

Building & Room:	Inspected by:
Department/Area Supervisor:	Date:

Y	N	N/A	GENERAL SAFETY & FIRE SAFETY
			1. Is area around fire extinguishers, fire pull alarms, and in front of electrical panels kept clear?
			2. Is combustible storage kept 24" below ceiling? 18" below sprinkler deflector if sprinklers are present?
			3. Are exit doors and exit door access area clear of obstructions? Are self-closing fire doors kept closed (except when room is in use)? Are doors opening and closing properly?
			4. Are walkways and floors clear of debris and other trip hazards? (e.g., equipment cords, boxes, papers, etc.)
			5. Are power strips equipped with overcurrent protection, lying flat or secured to furniture or wall and not daisy chained (plugged into one another)?
			6. Are extension cords being used as permanent power supply? (Not permitted)
			7. Are cords running through doorways, walls, or under rugs? If so, remove and reconfigure.
			8. Housekeeping: Is the area free of excessive amounts of combustible materials such as paper, cardboard, etc.? Is the area organized and reasonably clean and free of debris?
			9. Have building deficiencies such as missing electrical cover plates, holes in walls, or other similar items been reported to FMS via a work order request? Note: Immediate hazards and life safety dangers warrant telephone notification to FMS or EHS.
Y	N	N/A	EQUIPMENT SAFETY & TRAINING
			10. Is the University Lockout/Tagout Program implemented? Are equipment specific procedure sheets readily available?
			11. Are all employees/students properly trained to use equipment? Are written training records up to date?
			12. Are all equipment power cords in good shape, with no exposed wiring, and plugs secure? Are extension cords (temp use only) checked and in good condition?
			13. Is machine guarding in place? Are machine guards and guides properly adjusted?
			14. Is PPE such as safety glasses, gloves, dust masks, etc. readily available and in good condition? (Refer to Safety Data Sheets (SDS) for required PPE applicable to chemical/product use.)
Y	N	N/A	HAZARDOUS MATERIALS & WASTES
			15. Are all containers, including non-hazardous chemicals and wastes, properly labeled in accordance with HazCom standards? Include full chemical name or trade name. (Note: Abbreviations or formulas are not adequate.)
			16. Are food and drink containers kept well away from areas where toxic chemicals are located and not used for chemical storage?

			17. Are incompatible materials properly segregated- e.g., corrosives / oxidizers? (See product SDS for list of incompatible chemicals).
			18. Are chemical and waste containers in good condition and kept closed when not in use?
			19. If present, are eyewash stations and/or drench showers unobstructed? Have all users (including students) been instructed in emergency use?
			20. Are flammable liquids stored (> than 10 gallons total) in approved flammable liquid storage cabinets? Note: Up to 10 gallons per control area may be stored outside of cabinets.
			21. Are SDS sheets present for all chemicals/hazardous materials? Do all employees <i>and</i> students know where they are located?
Y	N	N/A	COMPRESSED GASES
			22. Are cylinders (> 2000 cu ft.) listed on University Hazmat Business Plan/Chemical Inventory? Are cylinders stored in a dry, well-ventilated location & protected from heat sources?
			23. Are cylinders > 26" tall secured to a rigid structure at 1/3 and 2/3 height with metal chains or sturdy straps. Maximum of two cylinders per restraint and one restraint per cylinder <26"?
			24. Are cylinder valves closed and valve caps in place when not in use? Are valves and threads periodically checked for wear/damage/leaks?
RECOMMENDATIONS			
			25. Is Chemical Waste Labeling Guide posted where waste is accumulated?
			26. Emergency Preparedness: Have all employees reviewed the University Emergency Response Guide? (Online- CSU Chico, Emergency Preparedness Page)
			27. Are employees aware of the Emergency Assembly Point for the building? (Online –CSU Chico, Emergency Preparedness Page)
			28. If area has a first aid kit, has it been checked and restocked as needed?
			29. Earthquake Safety: Secure tall bookcases and equipment to walls or anchor to floors. (Contact FMS; on-line use "Request Service" - iServiceDesk)

Comments

Please contact the Department of Environmental Health and Safety at 898-5126 if you have any questions regarding this form or safety regulations and requirements.