

# Quarterly Workplace Safety Self – Inspection Checklist



Dept/Unit	Location Inspected	Inspection Date
-----------	--------------------	-----------------

Inspected by:

Phone Number (s)

OK

ACTION  
NEEDED

NOT  
APPLICABLE

**1. HOUSEKEEPING / STORAGE**

- A. Workspace is generally clean and orderly.
- B. Walking surfaces inside and outside in good condition, free of cords and other tripping hazards.
- C. Exit paths and corridors are free of storage or obstructions.
- D. Emergency equipment (e.g., fire extinguishers, eyewash /shower stations, alarm pulls, etc.) are not blocked nor is access obstructed.
- E. Shelving over 4 feet tall is secured and not overloaded.
- F. Materials are stored and secured to prevent falling or collapse.
- G. No combustible items are stored within 18" of fire sprinkler heads.
- H. Break rooms and rest rooms are clean and sanitary.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**2. ELECTRICAL**

- A. Electrical cords and plugs are not frayed, cut or damaged.
- B. Extension cords are not being used in place of permanent wiring, are UL listed, and plugged directly into the wall.
- C. Power strips are circuit-protected and plugged directly into outlets (i.e., not "daisy-chained" together).
- D. There are no multi-plug adapters being used.
- E. Ground fault circuit interrupter (GFCI) protection is provided for electrical receptacles within 6 feet of a water source, for exterior outlets and throughout labs.
- F. Electrical equipment is properly grounded.
- G. Electrical panels have access space 30" wide and 36" in front.
- H. All outlets, switches and junction boxes have cover plates.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**3. FIRE PREVENTION / FIRE PROTECTION**

- A. Fire doors are not propped open or obstructed and latch automatically when released.
- B. Fire extinguishers are mounted, accessible, and inspected monthly.
- C. Heat-producing appliances should be unplugged when not in use and located on a non-combustible surface.
- D. Portable heaters shut off automatically when tipped over and are UL listed.
- E. Flammable liquids are stored in approved cabinets.
- F. No storage of combustibles under open stairs or in electrical/mechanical spaces.
- G. Portable gas cans being used to store fuel are metal, no more than 5 gallons UL listed. Plastic cans are for immediate use only.
- I. Fire prevention equipment is properly functioning and maintained according to manufacturer's specifications.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

# Quarterly Workplace Safety Self – Inspection Checklist



OK

ACTION  
NEEDED

NOT  
APPLICABLE

## 4. CHEMICALS

- A. Chemical inventories are complete, and Safety Data Sheets (SDSs) are available/accessible to all workers.
- B. Chemical containers are properly labeled and stored on shelves with lips, below eye level.
- C. Fume hoods are not used for storage of chemicals.
- D. Chemicals are stored by compatibility, not alphabetically.
- E. Expiration dates on chemical containers have not been exceeded.
- F. No food or beverages are being stored or consumed in areas where chemicals are used or dispensed.
- G. If required, spill kits are on-hand and adequately maintained.
- H. Compressed gas cylinders are properly secured at all times, away from exits.
- I. Doors are signed indicating chemical and/or physical hazards and PPE requirements.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 5. FIRST AID / LIFE SAFETY

- A. First aid kits are available and properly maintained.
- B. An adequate number of employees are certified in first aid, CPR and AED.
- C. Exits and emergency routes are properly marked and illuminated.
- D. Exterior walkways are in good condition and adequately illuminated.
- E. Handicapped entrances and exits are identified and unobstructed.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## 6. EQUIPMENT

- A. Machine guards are in place.
- B. Personal Protective Equipment (PPE), where required, is accessible, stored correctly and properly maintained.
- C. Equipment is being properly arranged, used, maintained and inspected.
- D. Only Ladders with label of "For Commercial Use" or 225lbs and up rating
- E. Flashback protection is installed on oxyfuel hoses.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Item #	Location	Corrective Action Taken

Make additional copies of this form if more space is required

Signatures of Inspectors:

Date:

_____	_____
_____	_____