

<b>COUNTY OF VENTURA</b>	<b>2012</b> EMPLOYEE HEALTH & SAFETY MANUAL	GENERAL
Originating Agency: GSA	Last Issued    Revised	Policy No. 1E
Policy:                    GSA	8/6/2012	PERIODIC WORKPLACE INSPECTION POLICY
Forms: GSA Inspection Checklist – General Work Area / Office & Facility Self-Inspection Checklist		

## **POLICY**

Regular workplace inspection, evaluation and correction of hazardous conditions and/or practices are a fundamental element of our Agency's Injury & Illness Prevention Program. These inspections are in addition to the everyday “walkabouts” or “continuous inspections” performed by employees and supervisors to check for obvious hazards.

### **1.0 Worksite inspections**

1. High-risk work-areas (such as workshops or other work areas where potentially hazardous tasks are undertaken) shall be thoroughly inspected at least annually. A Facility Self-Inspection Checklist is provided. Departments however may choose to use other inspection formats and should include items unique to their facilities. (Facility Self-Inspection Checklist). This inspection emphasizes:
  - Review and updating of hazardous materials inventory/MSDS/storage
  - Review of LOTO procedures
  - Hazardous materials/waste management plans, safe work practices and employee training documentation
2. All other areas shall be inspected annually. (General Work Area and Office Checklist). This checklist can also be completed on-line at Target Solutions:
  - [Target Solutions](#) website
  - Under *Schedule* on the home page locate - *GSA Inspection Checklist - General Work Areas/Offices*
  - Complete workplace audit noting any deficiencies found and corrective actions taken or entering N/A, if no deficiencies were found
  - *Submit* as complete

### **2.0 Checklists**

- Facility Self-Inspection Checklist
- GSA Inspection Checklist – General Work Areas/Offices

### **3.0 Corrective Action**

*Hazards discovered as a result of a scheduled periodic inspection must be corrected by the supervisor in control of the work area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.*

*Checklist with corrective action completed and/or correct target date identified must be signed by area supervisor and a copy is to be sent to the GSA HR/Safety #1060.*

#### **4.0 Reference**

Cal/OSHA Title 6 § 3203

# PERIODIC WORKPLACE INSPECTION POLICY 1E

## Facility Self-Inspection Checklist

**Facility location:** \_\_\_\_\_ **Conducted by:** \_\_\_\_\_  
**Area(s) inspected:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Indicate: Yes No N/A

### 1. Safe and Orderly Operating Conditions - All Buildings

- \_\_\_\_\_ 1.1 Are all areas clean and orderly?
- \_\_\_\_\_ 1.2 There are no tripping hazards, grease/oils, protruding objects, or miscellaneous debris?
- \_\_\_\_\_ 1.3 Are emergency exits correctly marked, visible, accessible, a minimum width of 28 inches?
- \_\_\_\_\_ 1.4 Is unused equipment kept in a safe and orderly manner?
- \_\_\_\_\_ 1.5 Does the noise level permit normal, working conversation and safe communication?
- \_\_\_\_\_ 1.6 Is there sufficient lighting?
- \_\_\_\_\_ 1.7 Are warning and hazard signs posted where they are required?
- \_\_\_\_\_ 1.8 Are doors that are not exits but could be mistaken for exits clearly marked "NOT AN EXIT"?
- \_\_\_\_\_ 1.9 In elevated area(s), are the load limits for stored items clearly marked?
- \_\_\_\_\_ 1.10 Are open pits, tank ditches, etc, covered or provided with standard guard rail protection?
- \_\_\_\_\_ 1.11 Are unguarded holes or openings in floors properly covered?
- \_\_\_\_\_ 1.12 Do elevated platforms and working areas have standards rails? toe boards?
- \_\_\_\_\_ 1.13 Are fixed industrial stairs in good repair?
- \_\_\_\_\_ 1.14 Are eye wash facilities and a quick drench shower within the work areas where employees are exposed to injurious corrosive materials?
- \_\_\_\_\_ 1.15 Are supervisors documenting that they flush essential eye-wash stations monthly?
- \_\_\_\_\_ 1.16 Are emergency showers working?
- \_\_\_\_\_ 1.17 Is first aid kit available and easily accessible? Cabinet and contents clean & orderly?

### 2. Employer Postings - All Buildings

- \_\_\_\_\_ 2.1 Is the Cal/OSHA Poster "Safety and Health Protection on the Job" displayed in prominent location?
- \_\_\_\_\_ 2.2 Is the "Summary of Occupational Injuries and Illnesses" posted February through April?
- \_\_\_\_\_ 2.3 Are the Notice of Unemployment & Disability Insurance and Compensation Carrier posters displayed?
- \_\_\_\_\_ 2.4 Is the Discrimination in Employment, Americans with Disabilities Act, Voting Time Off, Fair Employment Practices, Notice of Pay Day, State Minimum Wage, Harassment or Discrimination in Employment posters displayed?

### 3. Fire Safety - All Buildings

- \_\_\_\_\_ 3.1 Are fire extinguishers clearly accessible; are their seals intact; are they properly mounted to wall panels; are current inspection tags attached?
- \_\_\_\_\_ 3.2 Is the correct number of fire extinguishers required for the facility provided and are they suitably located in the building?

- \_\_\_ 3.3 Are appropriate fire extinguishers mounted within 75 ' of outside areas containing flammable liquids, and within 10' of any inside storage area for such materials?
- \_\_\_ 3.4 Are backs of inspection tags initialed and dated by parties responsible for monthly checks?
- \_\_\_ 3.5 Is there an 18" minimum clearance below all fire sprinklers; are sprinklers clear of interference by stored materials (boxes and so forth) sprinkler heads free from damage?
- \_\_\_ 3.6 Is the presence of combustible material minimized?  
Are flammable and combustible liquids kept closed, properly labeled & stored? flammable cabinet provided?
- \_\_\_ 3.7
- \_\_\_ 3.8 Are exits properly marked? Exit lights provided, including directional indicators where required? illuminated by a reliable light source?
- \_\_\_ 3.9 Are exit-access corridors free of storage?
- \_\_\_ 3.10 Are emergency evacuation maps clearly displayed?
- \_\_\_ 3.11 Your department's/division's emergency supply kit is available? Inventory contains recommended emergency supplies?

#### **4. Earthquake Safety- All Buildings**

- \_\_\_ 4.1 Are all heavy objects below 5 feet; all shelves below 7'6"?
- \_\_\_ 4.2 Are furniture and equipment that could tip and block an exit properly anchored?
- \_\_\_ 4.3 Are stored materials stacked securely to prevent tipping, scattering, tripping?
- \_\_\_ 4.4 Are heavy workbenches anchored?
- \_\_\_ 4.5 Are shelf units bolted to wall/floor/desk; not ceiling high?
- \_\_\_ 4.6 Are wheels on large machines properly blocked?
- \_\_\_ 4.7 Are machine shop fixed equipment/electronic racks anchored?

#### **5. Electrical Safety - All Buildings**

- \_\_\_ 5.1 Extension cords; not used in place of permanent wiring; not run through walls; ceiling, doors; equipped with proper plugs; three-conductor cable used; no damaged or taped cords; not daisy-chained?
- \_\_\_ 5.2 Are power cords in good condition; no fraying; ground pin in place; necessary strain-relief measures taken?
- \_\_\_ 5.3 Are portable electrical tools and equipment grounded or of the double insulated type?
- \_\_\_ 5.4 Are electrical appliances such as vacuum cleaners, polishers, vending machines grounded?
- \_\_\_ 5.5 Is access to electrical panels clear and not obstructed (36" minimum)?
- \_\_\_ 5.6 Is access to switches and circuit breakers clear and not obstructed?
- \_\_\_ 5.7 Are electrical receptacles located within 6 feet of sinks and all outdoor receptacles GFCIs?  
Do Ground-Fault Circuit Interrupters (GFCIs) pass first test using push buttons in the outlet receptacles?
- \_\_\_ 5.8 In wet or damp locations, are electrical tools and equipment appropriate for use or otherwise protected?
- \_\_\_ 5.9
- \_\_\_ 5.10 Are there protective covers in place over switches, junction boxes, raceways, fittings and so forth?
- \_\_\_ 5.11 Are power cabinets and breakers properly labeled?
- \_\_\_ 5.12 Are all energized parts (for example, power panels, junction boxes, switch equipment) guarded to prevent accidental contact?
- \_\_\_ 5.13 Are electrical panel directories in place and accurate?
- \_\_\_ 5.14 Are all unused openings (including conduit knockouts) in electrical enclosure & fitting closed with appropriate covers, plugs or plates?
- \_\_\_ 5.15 Are doors or gate to vaults, equipment rooms and similar enclosures kept locked?
- \_\_\_ 5.16 Is metallic or conductive dust prevented from entering or accumulating on or around electrical

enclosures or equipment?

- \_\_\_ 5.17 Is the location of electrical power lines and cables (overhead, underground, under floor, other side of walls) determined before digging, drilling or similar work is begun?

## 6. Electrical

- \_\_\_ 6.1 Are your workplace electricians familiar with the Cal/OHSA Electrical Safety Orders?
- \_\_\_ 6.2 Do you specify compliance with Cal/OSHA for all contract electrical work?
- \_\_\_ 6.3 Are all employees required to report as soon as practicable any obvious hazard to life or property observed in connection with electrical equipment or lines?
- \_\_\_ 6.4 Are employees instructed to make preliminary inspections and/or appropriate test to determine what conditions exist before starting work on electrical equipment or lines?
- \_\_\_ 6.5 Are employees who regularly work on or around energized electrical equipment or lines instructed in CPR?
- \_\_\_ 6.6 Are employees prohibited from working alone on energized lines or equipment over 600 volts?
- \_\_\_ 6.6 Are all switches for electrical motors in excess of two horsepower, capable of opening the circuit when the motor is in a stalled condition, without exploding? (Switches must be horsepower rated equal to or in excess of the motor hp rating).
- \_\_\_ 6.7 Is the controller for each motor in excess of two horsepower, rated in horsepower equal to or in excess of the rating of the motor it serves?
- \_\_\_ 6.8 Is low voltage protection provided in the control device of motors driving machines or equipment, which could cause probably injury from inadvertent starting?

## 7. Lockout Blockout

- \_\_\_ 7.1 Is all machinery or equipment capable of movement, required to be de-energized or disengaged and blocked or locked out during cleaning, servicing or setting up operations, whenever required?
- \_\_\_ 7.2 Are all equipment control valves handles provided with a means for locking-out?
- \_\_\_ 7.3 Is library maintained of current specific written LOTO procedures for all equipment and/or machine requiring LOTO protection?
- \_\_\_ 7.4 Are audits conducted annually for all "Authorized LOTO" employees consisting of a physical demonstration of authorized employees performing work under LOTO procedures?

## 8. Power Tools and Equipment

- \_\_\_ 8.1 Are grinders, saws and similar equipment provided with appropriate safety guards? Bench grinders: 1/8" tool rest, 1/4" tongue guard?
- \_\_\_ 8.2 Before new abrasive wheels are mounted, are they visually inspected and ring tested?
- \_\_\_ 8.3 Are dust collectors and powered exhausts provided on grinders used in operations that produce large amounts of dust?
- \_\_\_ 8.4 Are bench and pedestal grinders permanently mounted?
- \_\_\_ 8.5 Is cleanliness maintained around grinders?
- \_\_\_ 8.6 Are rotating or moving parts of equipment guarded to prevent physical contact?
- \_\_\_ 8.7 Are cord-connected, electrical operated tool/equipment effectively grounded or approved double insulated?
- \_\_\_ 8.8 Do all compressed air vessels have a current operating permit issued by DOSH?
- \_\_\_ 8.9 Are pneumatic and hydraulic hoses on power operated tools checked regularly for deterioration or damage?
- \_\_\_ 8.10 Are portable fans provided with full guards or screens having openings 1/2 " or less?
- \_\_\_ 8.11 Is appropriate PPE used while using power tools/equipment which might produce flying material or be subject to breakage?

- 8.12 Are employees who operate powder-actuated tools trained in use and carry a valid operator's card?
- 8.13 Is each powder-actuated tool stored in its own locked container when not being used?
- 8.14 Is a sign at least 7"x10" with bold face type reading "POWDER-ACTUATED TOOL IN USE" conspicuously posted when the tool is being used?
- 8.15 Are powder-actuated tools left unloaded until they are actually ready to be used?
- 8.16 Do powdered-actuated tool operators have and use appropriate PPE such as safety goggles, safety shoes and ear protection?
- 8.17 Is hoisting equipment available and used for lifting heavy objects, and are hoist rating and characteristics appropriate for the task?

## 9. Hand Tools and Equipment

- 9.1 Are tools and equipment in workplace in good condition?
- 9.2 Are broken or fractured handles on hammers and similar equipment replaced promptly?
- 9.3 Are employees aware of the hazards caused by faulty or improperly used hand tools?
- 9.4 Is appropriate PPE used while using hand tools or equipment which might produce flying material or be subject to breakage?
- 9.5 Are jacks checked periodically to sure they are in good operating condition?
- 9.6 Are appropriate handles used on files
- 9.7 Are tool handles wedged tightly in the head of all tools?
- 9.8 Are hand tools such as chisels, punches, etc. which develop mushroomed heads during use, reconditioned/replaced as necessary?
- 9.9 Are tool cutting edges kept sharp so the tool will move smoothly without binding or skipping?
- 9.10 Are worn or bent wrenches replaced regularly?

## 10. Portable Ladders

- 10.1 Are all ladders maintained in good condition, joints between step and side rails right, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play? Stored correctly?
- 10.2 Are employees prohibited from using ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment?
- 10.3 Faulty or defective ladders are immediately tagged and removed from service?
- 10.4 Are non-slip safety feet provided on each ladder?
- 10.5 Are ladder rungs and steps free of grease and oil?
- 10.6 Are portable metal ladders legibly marked "Caution - Do Not Use Around Electrical Equipment" or equivalent wording?

## 11. Chemical Storage

- 11.1 Are employees trained in safe handling practices of hazardous chemicals in their work area in accordance with GSA Hazard Communication Program?
- 11.2 Are cabinets and containers properly labeled?
- 11.3 Are there separate disposal areas or containers for rags, glass, trash and so forth?
- 11.4 Are bottles, cans, flasks and so forth, properly labeled with contents and date?
- 11.5 Are flammables, stored in the appropriate cabinet?
- 11.6 Are all flammable liquids kept in closed containers when not in use?
- 11.7 Are safety cans used for dispensing flammable or combustible liquids at a point of use?

- \_\_\_ 11.8 Are acids & bases stored apart from each other?
- \_\_\_ 11.9 Are spill-containment materials readily available?
- \_\_\_ 11.10 Are Safety Data Sheets (SDSs) / Material Safety Data Sheets (MSDS) available for all hazardous substances present? Chemical inventory list current? Stored in yellow SDS binders? Copy of GSA Hazard Communication Program contained in SDS/HazCom binder? Copies of SDS for all new chemicals forwarded to Safety Officer?
- \_\_\_ 11.11 Are all containers i.e. vats, storage tanks, pot feeders labeled as to their contents e.g. "CAUSTICS"?
- \_\_\_ 11.12 Are good housekeeping practices enforced?
- \_\_\_ 11.13 Is general exhaust ventilation system (natural or mechanically induced fresh air movement) used to control dust, vapors, fumes, solvents which may be generated in the work place?

## 12. Identification Of Piping Systems

- \_\_\_ 12.1 When nonpotable water is piped through a facility, are outlets or taps posted to alert employees that it is unsafe and not to be used for drinking, washing or other personal use?
- \_\_\_ 12.2 When hazardous substances are transported through above ground piping, is each pipeline identified at points where confusion could introduce hazards to employees?
- \_\_\_ 12.3 When pipes are identified by color painting, color bands, or tapes, are the bands or tapes located at reasonable intervals and at each outlet, valve, or connection/are all visible ports of the line so identified?
- \_\_\_ 12.4 When the contents of pipelines are identified by name or name abbreviation, is the information readily visible on the pipe near each valve or outlet?
- \_\_\_ 12.5 When pipelines carrying hazardous substances are identified by tags, are the tags constructed of durable materials, the message carried clearly and permanently distinguishable and are tags installed at each valve or outlet?
- \_\_\_ 12.6 When pipelines are heated by electricity, steam or other external source, are suitable warning signs or tags placed at unions, valves, or other serviceable parts of the systems?

## 13. Personal Protective Equipment

- \_\_\_ 13.1 Are supervisors assessing the workplace to determine if hazards that require the use of PPE are present or are likely to be present?
- \_\_\_ 13.2 Have employees been trained on PPE procedures; what PPE is necessary for a job task, when they need it, and how to properly adjust it?
- \_\_\_ 13.3 Are employees who need corrective lenses and their task requires use of eye protection, wearing approved safety glasses or protective goggles?
- \_\_\_ 13.4 Where special equipment/PPE is needed for electrical workers, is it available?
- \_\_\_ 13.5 Are employees working on streets and roadways where they are exposed to the hazards of traffic, required to wear bright colored warning vests?
- \_\_\_ 13.6 Is hearing protection provided in areas where sound levels exceeds the OSHA noise level standard? Are these areas posted?

## 14. Hazardous Waste

- \_\_\_ 14.1 Is a Waste Accumulation Area designated?
- \_\_\_ 14.2 Are appropriate disposal cans available, properly labeled with contents and date, and clearly marked "Hazardous Waste"?
- \_\_\_ 14.3 Are "Accumulation Start" date and content information provided on containers?
- \_\_\_ 14.4 Are containers closed except when being filled or emptied?
- \_\_\_ 14.5 Is there separate secondary containment for incompatible materials?

- 14.6 Are there separate containers for solvents, solids wastes, and oil and coolant wastes?
- 14.7 Is Hazardous Emergency Response Service Information posted?
- 14.8 Hazardous Material Business Plan & Hazardous Materials Inventory current? Annual employee training provided?

## **15. Welding, Cutting & Brazing**

- 15.1 Is a check made for adequate ventilation where welding or cutting is preformed?
- 15.2 Are welders and other workers nearby provided with flash shields during welding operations?
- 15.3 Hot Work Permits available and issued when required?
- 15.4 Are employees exposed to the hazards created by welding, cutting or brazing operations protected with PPE & clothing
- 15.5 Is it required that eye protection helmets, had shield & goggles meet appropriate standards?
- 15.6 Is suitable fire extinguishing equipment available for immediate use?  
When welding is done on metal walls, are precautions taken to protect combustibles on the other side?
- 15.7
- 15.8 Are firewatchers assigned when welding/cutting is performed, in location where fire might develop?
- 15.9 When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks, and slag?
- 15.10 Do means for connecting cables lengths have adequate insulation?  
Are work and electrode lead cables frequently inspected for wear and damage & replaced when needed?
- 15.11
- 15.12 Is the welder forbidden to coil or loop welding electrode cable around his body?
- 15.13 Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas & air hose?
- 15.14 Are electrodes removed from the holders when not in use?  
Is grounding of machine frame & safety ground connections for portable machines checked periodically?
- 15.15
- 15.16 Are combustible floors protected by fire-resistant shields, covered by damp sand are kept wet?
- 15.17 Is it required that electric power to the welder be shut off when no one is in attendance?
- 15.18 Are signs reading: DANGER NO-SMOKING, MATCHES, OR OPEN LIGHTS, or the equivalent posted?

## **16. Compressed Gases**

- 16.1 Are cylinder bottles properly restrained; caps in place when not in use; tags attached showing full, empty, or in use?
- 16.2 Are cylinders clearly marked as to contents?
- 16.3 Are fuel gas and oxygen cylinders separated by distance, and fire-resistant barriers while in storage?
- 16.4 Are compress gas cylinder stored in an area protected from external heat sources such as flame impingement, intense radiant heat, electric arcs, or high temperature lines?
- 16.5 Are all valves closed off before a cylinder is moved, when the cylinder is empty, and at the completion of each job?  
Are compressed gas cylinder regularly examined for obvious signs of defects, deep rusting or leakage?
- 16.7

## **17. Compressors & Compressed Air**

- 17.1 Are safety devices on compressed air systems checked frequently?
- 17.2 If machinery is cleaned with compressed air, is air pressure controlled and personal protective equipment or other safeguards used to protect operators and other workers from eye and body injury?



- 17.3 Are compressors equipped with pressure relief valves, and pressure gauges?
- 17.4 Are air filters installed on the compressor intake?
- 17.5 Before any repair work is done on the pressure system of a compressor, is the pressure bled off and the system lock-out?
- 17.6 Are signs posted to warn of the automatic starting feature of the compressors?
- 17.7 Is the belt drive system totally enclosed to provide protection for the front, back, top, and sides?
- 17.8 Are safety chains or other suitable locking devices used at couplings of high pressure hose lines where a connection failure would create a hazard?
- 17.9 When compressed air is used to inflate auto tires: a clip-on chuck with a minimum 24-inch length hose to an in-line foot or hand valve and gauge or an in-line regulator (factory preset at 40 psi maximum) or an equivalent restraining device is used?
- 17.10 Is it prohibited to use compressed air to clean up or move combustible dust if such action could cause the dust to be suspended in the air and cause a fire or explosion hazard?
- 17.11 Before any repair work is done are the pressure bled off and the system locked-out?

## **18. Hoist & Auxiliary Equipment**

- 18.1 Are hooks with safety latches or other arrangements used when hoisting material so that slings or load attachments won't accidentally slip off the hoist hooks?
- 18.2 Is the overhead electric hoist equipped with a limit device to stop the hook travel at its highest or lowest point of safe travel?
- 18.3 Will each hoist automatically stop and hold any load up to 125% of its rated load, if its actuating force is removed?
- 18.4 Is the rated load of each hoist legibly marked and visible to the operator?
- 18.5 Is each cage-controlled hoist equipped with an effective warning device?
- 18.6 Are close-fitting guards or other suitable devices installed on hoist to assure hoist ropes will be maintained in the sheave groves?
- 18.7 Are nip points or contact points between hoist ropes and sheaves which are permanently located within 7" of the floor, ground or working platform, guarded?
- 18.8 Are all hoist chains or ropes of sufficient length to handle the full range of movement for the application while still maintaining two full wraps on the drum at all times?
- 18.9 Is it prohibited to use the hoist rope or chain wrapped around the load as a substitute, for a sling?
- 18.10 Are the controls of hoist plainly marked to indicate the direction of travel or motion?
- 18.11 Is the operator instructed to avoid carrying loads over people?
- 18.12 Are all sling or cable is good condition without frays, labeled with load capacity rating?
- 18.13 Before repair work is done is equipment Locked-out?
- 18.14 Are only employees who have been trained in the proper use of hoist allowed to operate them?

## **19. General Safety**

- 19.1 Safe Operating Procedures available and current for plant, machinery, equipment and tasks (including LOTO procedures)?
- 19.2 Training in both general and specific safe work practices provided?
- 19.3 Are safety meeting and training records maintained?
- 19.4 Are employees encouraged to participation in health and safety matters?
- 19.5 Are employee disciplined for willful violations or disregard of safe work practices?
- 19.6 Are all accident investigated by the supervisor after the accident have occurred? Copies

forwarded to Safety Officer?

- \_\_\_\_\_ 19.7 Is documentation of workplace safety inspections and corrections maintained?
- \_\_\_\_\_ 19.8 Are employees potentially exposed to infectious agents aware of specific workplace practices to follow when appropriate? (using PPE, handwashing, handling sharp instruments, disposal of contaminated materials, safe trash disposal practices & medical sharps/needles)?

**20. Inspection Items Unique to Facility**

- 20.1 \_\_\_\_\_
- 20.2 \_\_\_\_\_
- 20.3 \_\_\_\_\_
- 20.4 \_\_\_\_\_
- 20.5 \_\_\_\_\_

*Note: these checklists are by no means all-inclusive. You should add items that apply to your facility*

**List Inspection Items That Need Correction**

Inspection No	Corrective Action Needed	Date Corrected
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

All above deficiencies are corrected except as noted: (Include targeted corrective action completion date)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

# PERIODIC WORKPLACE INSPECTION POLICY 1E

Form: Inspection Checklist for General Work Areas and Offices

Department: \_\_\_\_\_

Location: \_\_\_\_\_

Area Inspected by: \_\_\_\_\_

Date: \_\_\_\_\_

\*Note deficiencies, corrective actions required, and verification of corrections on page (2).

(California Code of Regulations, Title 8, General Safety Orders specific section noted)

Y	N	N/A	1.0	<b>General Office Work Areas</b>
			1.1	Is the OSHA poster displayed in the building & accessible to all?
			1.2	Are office work sites clean and orderly? (§3362)
			1.3	Are tops of file drawers and office overhead laterals maintained free of supplies, heavy objects or unstable material? Are all heavy objects below 5 feet? (§3203)
			1.4	Are stairways, aisles, electrical equipment, fire extinguishers, and all other emergency equipment clear and unobstructed? (§3272)
			1.5	Are furniture and equipment that could tip and block an exit properly anchored? (§3203)
			1.6	Are all work areas adequately illuminated? Are burnt out lights reported promptly? (§3317)
			1.7	Are combustible scrap, debris and waste stored safely and removed promptly from the work area? (§3221 & 5177)
			1.8	Are floor surfaces kept dry or are appropriate means taken to ensure the surfaces are slip-resistant? (§3272)
			1.9	Are extension cords, phone cords, hoses, etc. prevented from crossing aisles or traffic paths, or properly guarded to prevent a trip hazard? (§3273)
			1.10	Are broken, defective or otherwise dangerous equipment and furniture reported to supervisor, labeled and removed from work area? (§3203)
			1.11	Have computer workstation been ergonomically evaluated for all employees who spend 4 or more hours at a computer each day?
Y	N	N/A	2.0	<b>Exiting or Egress</b>
			2.1	Are all exits kept free of obstructions? (§3227)
			2.2	Are aisles and passageways kept reasonably clear and in good repair?(§3272)
Y	N	N/A	3.0	<b>Electrical Safety</b>
			3.1	Are work surfaces near electrical equipment kept dry?

<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>3.0</b>	<b>Electrical Safety (cont.)</b>
			3.2	Are all office machine grounded with either a three-prong plug or double insulated? (§2395)
			3.3	Is electrical equipment with frayed or otherwise deteriorated insulation immediately reported to supervisor? (§3203)
<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>4.0</b>	<b>Building Emergency Plan</b>
			4.1	Is there a written Building Emergency Plan? (§3220)
			4.2	Have emergency evacuation procedures been communicated to all employees and routes posted? (§3220)
<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>5.0</b>	<b>Fire Prevention</b>
			5.1	Is equipment plugged directly into outlet strip to avoid overloading circuits? (§3221)
			5.2	Do you know where the fire alarm pull boxes are located? Are they clearly identifiable and unobstructed? (§3221)
			5.3	Are all extinguishers serviced, in their designated places, free from obstructions or blockage, maintained and tagged at intervals not to exceed one year? (§6151)

**Deficiencies Noted and Corrective Actions Required** (If unsafe condition or equipment was not corrected immediately, indicate measures taken in the interim to mitigate hazard)

<b>Deficiency</b>	<b>Corrective Action(s) Required</b>

**Verification of Correction of Deficiencies** All above deficiencies are corrected except as noted: (Include targeted corrective action completion date)

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Signature

Date: