

# 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 Safety Survey 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. A minimum 36" clearance is maintained in exit paths. Items are not stored in main egress corridors. Floors are in a secure, safe, and unobstructed condition free from slipping and tripping hazards to allow for a quick exit. Items are not stored in or under stairwells. <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. Public exit doors 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 accessible, 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:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

<b>GENERAL WORKSHOP AREA SAFETY</b>			
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. Job hazard assessments are performed. <i>(Shop)</i>	Yes	No	N/A

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

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<b>CHEMICAL SAFETY</b>			
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 <b>compatible</b> 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:**

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<b>HAZARDOUS WASTE</b>			
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:**

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**\*Please contact EH&S @46778 for hazardous waste labels and to request hazardous waste disposal**