

## Dining Services Self-Inspection Checklist

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

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

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

	All machinery is properly grounded.
	All walkway surfaces are maintained in a non-slip condition.
	Signs are posted warning about travel direction inside kitchen.
	Fire extinguishers are available, and properly inspected and maintained.
	Goggles and/or face shields are provided to prevent injuries from hot grease splashes.
	Sprockets, chains, and V-belt drives on slicers are completely enclosed.
	All slicing machines are provided with a mechanical device to push the last load through the slicer blades.
	Structural parts of ovens are protected against corrosion or deterioration.
	Fat, oil, and grease bins are properly dumped for recycling.
	All knives and cutlery are in good condition.
	Aerosol containers are stored away from cooking equipment.
	Sufficient ventilation is maintained at all times.
	The counters are kept clean when not in use.
	No knives or cutlery are left out when not in use.
	Aisles are kept clear at all times.
	Adequate lighting is present in all areas where employees work.
	Circuit breakers are clearly marked as to what they control.
	Garbage is kept in closed containers and removed daily.
	Suction/exhaust ventilation ducts over ranges are cleaned as necessary.
	Sanitary requirements (e.g., handwashing) are followed and enforced.

Corrective actions:

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# Laboratory Group Led Inspection Checklist

**Location (Building and Rooms):**

**Faculty Name:**

**Date:**

**List All Lab Members Conducting Inspection:**

Yes	No	
		Lab safe operating procedures (SOPs) are accessible to lab personnel.
		Lab-specific safety training for lab personnel is completed and documented.
		NFPA Door Card information is up to date.
		Incompatible chemicals are segregated either by separate storage areas or using separate secondary containment. Examples of chemical groups that must be segregated include: <ul style="list-style-type: none"> <li>• Oxidizers from Flammables</li> <li>• Acids from Bases</li> <li>• Organic Acids from Oxidizing Acids</li> <li>• Flammables from Acids</li> <li>• Acids from Cyanides</li> <li>• Acids from Sulfides</li> <li>• Chlorine Compounds from Amines</li> <li>• Elemental metals from Acids</li> <li>• Organic peroxides from Anything</li> <li>• Azides from Anything</li> <li>• Air Reactive from Anything</li> <li>• Water Reactive from Anything</li> </ul>
		If respirators are used in the lab, are people trained and fitted by the EH&S office.
		Peroxide forming chemicals are labeled with opening dates that are within one year.
		Minimize quantity of flammable liquids outside of a flammable cabinet. No more than 10 gallons can be outside of a flammables cabinet at any time. Self-closing hinges must operate properly.
		Personal protective equipment (PPE) worn as assigned per laboratory hazard assessment.
		Containers are labeled with contents (full name of material) in English.
		Secondary containment is provided for liquid toxic chemicals, liquid corrosive chemicals, and hazardous waste.
		Hazardous waste is tagged, closed, and is disposed of when full or within 9 months.
		Cylinders are stored in an upright position. Cylinders are restrained with chains on top and bottom. Valve protection cap is in place when not in use.
		Extension cords in proper use: not a trip hazard, not used as a permanent source of electrical supply. No overloaded outlets, no daisy-chained power strips.
		Fume hood inspection sticker is current, dated within one year. Sash is at or below marked level. Fume hood not used for chemical storage.
		Storage clearance down from ceiling: 18" with sprinklers, 24" without sprinklers.
		Safety shower/eyewash and fire extinguisher areas are clear of obstructions and clutter. Inspection tags are current, dated within one month.
		Heavy objects are restrained. Toxic and corrosive chemical containers are stored at or below eye level.
		Work areas, aisles, electrical panels, and exits are clear of obstructions and clutter. No open wall penetrations.
		Other:

**For any items answered "No", please describe the corrective actions taken to address the issue below:**

**How much of the results of this inspection will be shared with the group members?**

Not at all      Summary offered      Complete report shared      Results and corrective actions discussed

## Office Self-Inspection Checklist

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

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

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

	Work areas are maintained in a clean and orderly manner, and free of debris.
	Aisles and exits are clear and free of obstructions.
	Exits are marked and well lit.
	Storage of heavy materials is kept close to the floor.
	Equipment, cabinets, and book shelves are bolted into place.
	Book shelves have earthquake restraints to prevent books from falling.
	Electrical equipment is maintained properly, and outlets are not overloaded.
	Liquids are not stored near electrical equipment.
	Cords across the floor are covered to protect the cords, as well as office workers from tripping.
	Proper ventilation is maintained for a constant, comfortable office temperature.
	Desks and chairs are positioned at proper heights and locations for each office worker.
	Copy holders are used to hold typing materials.
	Noise is at an acceptable level.
	Emergency phone numbers are posted on each telephone.
	Trash cans are emptied, and boxes are disposed of regularly.
	Chemicals (e.g., duplicating fluids, paints, solvents) are stored in a designated location, and only authorized workers can handle and use them.

Corrective actions:

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## Shipping and Receiving Self-Inspection Checklist

Inspected by: \_\_\_\_\_  
Location: \_\_\_\_\_  
Date: \_\_\_\_\_

- \_\_\_\_\_ Hazardous materials are transported in the proper manner.
- \_\_\_\_\_ Two or more persons carry heavy loads.
- \_\_\_\_\_ Employees use proper lifting techniques.
- \_\_\_\_\_ Hand trucks or carts are used when moving heavy loads.
- \_\_\_\_\_ Loads to be lifted are divided into smaller/lighter loads when possible, and several trips are made.
- \_\_\_\_\_ Objects are stacked properly; heavy objects are stored on bottom shelves.
- \_\_\_\_\_ Proper shoes are worn in work area.
- \_\_\_\_\_ Gloves are worn when handling sharp objects.
- \_\_\_\_\_ Nails are removed from open boxes.
- \_\_\_\_\_ All stacked materials have a firm foundation.
- \_\_\_\_\_ Round objects are blocked or bracketed so that they cannot roll.
- \_\_\_\_\_ Materials are not piled so high that they cause unsafe lifting and/or handling.
- \_\_\_\_\_ Flammable materials are stored in a separate area away from heat/ignition sources.
- \_\_\_\_\_ Employees are aware of hazardous conditions such as splinters, slivers, and rough or slippery surfaces.
- \_\_\_\_\_ Greasy, wet, slippery, or dirty objects are cleaned/wiped off before they are handled.
- \_\_\_\_\_ Safety equipment appropriate for the work to be performed is available and used.

Corrective actions:

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## Shop Self-Inspection Checklist

Inspected by: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Date: \_\_\_\_\_

	Exits and aisles are clear and free of obstructions.
	Fire extinguishers are mounted in readily accessible locations.
	Sufficient clearance is provided around and between equipment to allow for safe operation.
	Work areas are clean, orderly, and properly illuminated.
	Appropriate safety supplies and personal protective equipment is available and used for hazardous work.
	Machinery and equipment are kept clean and properly maintained.
	Equipment and tools are in good condition.
	Rotating moving parts of equipment are guarded to prevent physical contact.
	Safety guards are provided and in place over belts, pulleys, chains, and sprockets.
	Portable equipment is stored in a dry, clean area when not in use.
	"No Smoking" signs are posted where required.
	Electrical cords and power lines are grounded and in good condition.
	Flammable liquids are kept in flammable liquid storage cabinets.
	Push sticks are available for use with table saws.
	Floors are clean and free of dust, wood chips, and liquids.
	Broken or temporarily out of service equipment is labeled "Do Not Use."
	Compressed gas cylinders are separated by class and properly secured.
	SDS's and other HazCom information is readily available.

Corrective actions:

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