

HEALTH AND SAFETY INSPECTION CHECKLIST

Office of Safety & Risk Management
UT Chattanooga

BUILDING: _____ DATE: _____

INSPECTOR(S): _____

EXITS

- _____ Panic hardware free of chains, locks, etc.
- _____ Exits and other traffic areas free of obstructions.
- _____ All exits and exit signs are illuminated.
- _____ Panic hardware operates freely and with ease.

FIRE EXTINGUISHERS

- _____ Fire extinguishers are accessible and location is clearly designated.
- _____ Visually inspect wall-hung fire extinguishers for problems – date and sign inspection card attached to fire extinguisher.

ELECTRICAL

- _____ Discontinue use of extension cords in lieu of permanent wiring—write up work request to hard wire.
- _____ Wiring , extension cords, and/or power strips are in good condition and protected from damage.
- _____ Electrical installations are being maintained in safe condition.
- _____ Electrical equipment and wiring is protected from mechanical damage and environmental deterioration.
- _____ There is a 36” clearance from all electrical panels.
- _____ All covers are in place on electrical outlets and other electrical equipment.
- _____ There are covers or barriers on boxes, fittings and enclosures to prevent accidental contact with live parts.
- _____ Only qualified persons are working on electrical equipment.
- _____ There are insulation covers on all electrical conductors (plugs).

FIRE SEPARATIONS

- _____ Fire doors are free of obstructions and alterations.
- _____ Closing and latching devices on fire doors are in working order.
- _____ Self closing doors are not held open with wedges or by other unapproved means.
- _____ Fire walls and draft stops are in good condition.
- _____ All attic and scuttle openings are closed.

FIRE PROTECTION INSTALLATIONS

- _____ Standpipes and sprinkler control valve is accessible for operations.
- _____ Any obstructions, decorations or other items interfering with the proper operation of fire standpipes, hose cabinets and sprinkler systems have been removed.
- _____ Obstructions, decorations and other items interfering with proper operation of exit lights have been removed.

COMMENTS: _____

ASBESTOS

- _____ Asbestos is being handled by a certified asbestos handler when maintenance, construction, repair, renovation, demolition, salvage, etc.
- _____ Prior to work commencing, materials to be disturbed were analyzed for asbestos. Testing was performed by a certified asbestos testing individual.
- _____ When a hazardous condition is created by an emergency, potentially affected area(s) are decontaminated prior to resumption of normal operations.

HOUSEKEEPING

- _____ Rubbish, waste material and oily rags are kept in approved closed metal containers.
- _____ Grease filters and hood and duct systems over cooking appliances are clean.
- _____ Waste receptacles are non-combustible.
- _____ Combustible waste materials are stored in closed metal waste bins and disposed of daily.
- _____ Excessive combustibles (paper) are not stored in work areas.
- _____ Electric cords and phone cables are secured to prevent tripping hazards.
- _____ Hot plates and coffee makers are properly wired and turned off when not in use.
- _____ File cabinet drawers are opened one at a time and closed when work is finished to prevent tipping.
- _____ Heaviest materials are stored in bottom drawers of file cabinets.
- _____ Spilled materials or liquids are cleaned up immediately.
- _____ Work sites are clean and orderly.
- _____ There is evidence of insect and rodent damage to carpets, cabinetry, closed/open area.
- _____ No damage to furniture or equipment.
- _____ No damage to floor coverings that may cause a hazard.

STORAGE

- _____ Storage facility is kept in an orderly manner, providing for exiting and fire department access.
- _____ Material is stored so it does not create a hazard. Height of piles, stacks and racks is limited to prevent tipping, falling and spreading.
- _____ There is an aisle at least 3' wide in every inside storage room.
- _____ Stored materials are kept at least 18" below sprinkler level.
- _____ Water heaters are secured to prevent tipping over.
- _____ Compressed gas cylinders are secured and identified.
- _____ There is at least a 5' clearance between dumpsters and building openings, combustible walls, or roof eaves.
- _____ There is clearance between heating appliances and combustible material.
- _____ Boiler rooms, mechanical rooms and electrical panel rooms are not being used for storage of any combustible material or equipment.

COMMENTS:

FLAMMABLE & CORROSIVE LIQUIDS

- _____ If condition is present, a qualified person will remove flammable liquids not stored in either the original container, metal cans or small glass containers.
- _____ If condition is present, a qualified person will remove flammable and combustible liquids not used for maintenance in assembly building and offices.
- _____ Flammable liquids are stored away from corridors, main aisles, stairways, doors and exit areas.
- _____ If more than 5 gallons of flammable liquid or 10 gallons of combustible liquid are found in the same room, they must be stored in an approved cabinet.
- _____ Labeling an injurious substance: the container label will bear either the chemical or common name (not trade name), of injurious substance and signal or warning words. Signal words are “danger”, “warning” and “caution” and “poison” or “poisonous”.
- _____ Workers are using appropriate protective equipment when handling corrosive materials.
- _____ A deluge shower and emergency eyewash station are provided for workers frequently handling corrosives.
- _____ Safety Data Sheets (SDS) are posted and made easily available.

BODY PROTECTION

- _____ Appropriate clothing is worn for the work to be done.
- _____ First Aid Kit is easily accessible, with the necessary supplies available.
- _____ Protective equipment is maintained in a sanitary condition and ready for use.
- _____ Loose jewelry is not worn while working with or around machinery with moving parts or electrically energized equipment.

HEAD PROTECTION

- _____ Head protection is used when exposed to falling or flying objects.
- _____ Long hair is kept up or covered if it is long enough to become entangled in moving parts of machinery.
- _____ Head protection is worn when exposed to electric current that may cause shocks or burns.

EYE & FACE PROTECTION

- _____ Eyes and/or face protection is worn where there is the possibility of injury from flying particles, hazardous substances or harmful light rays.
- _____ If an eyewash station or shower is required, insure it flows clear water and at the proper pressure – date and sign inspection card.

HEARING PROTECTION

- _____ Hearing conservation is being monitored and proper hearing protection is being worn when extreme equipment noise is present.

COMMENTS: _____

RESPIRATORY PROTECTION

- _____ Approved respirators are supplied when exposed to harmful airborne contaminants.
- _____ Workers are trained in the need, use, sanitary care and limitations of respiratory equipment.
- _____ Respirators are inspected and sanitized after each use and inspected monthly.

HAND PROTECTION

- _____ Appropriate hand protection is being worn when hands are exposed to harmful substances.

FOOT PROTECTION

_____ Appropriate foot protection is being worn when feet are exposed to harmful conditions.

HAND & POWER TOOLS

- _____ Safety condition of tools and their proper use is being observed.
- _____ Power-operated tools are properly grounded or are of the double-insulated type.
- _____ Tool and equipment guards are properly designed, substantial and secured in place.
- _____ Saws, cutting tools, heads, shears and knives that are part of any machine are kept sharp, properly set up, adjusted and in safe and efficient working condition.
- _____ Electrical equipment is de-energized during cleaning, servicing or adjustment.
- _____ Before working on de-energized electrical equipment the disconnect is locked in the open position to prevent it from being accidentally energized.
- _____ Machinery or equipment is being used with defective parts.
- _____ Portable circular saw retracting blade guard is not to be locked open and must be maintained in good condition.

GUARD & DEVICES

- _____ Point-of-operation guards are properly:
 - preventing placing of hands or fingers in the point of operation
 - removing a pinch point between the guard and moving parts
 - in place and not removable by the operator

BAND SAWS

- _____ Blade is not cracked; if crack occurs, saw will not be used until crack is repaired.
- _____ Guides are in proper condition and alignment.

LADDERS

- _____ Ladders are maintained in good, useable condition.

COMMENTS:

WORKSTATION ERGONOMICS

- _____ Wrist supports are present at computer workstations.
- _____ Workstations are equipped with anti-glare computer screens.
- _____ Working space allows for a full range of work movements.
- _____ Mechanical aids and equipment are provided where feasible.
- _____ Work surface height is proper and adjustable.
- _____ Workstations are designed to minimize or eliminate bending or twisting at the waist, reaching above the shoulder, static muscle loading, extension of the hips and elevation of elbows.
- _____ Employee’s hands or arms are not subject to pressure from sharp edges on work surfaces.
- _____ Armrests and footrests are provided where needed.
- _____ Cushioned floor mats are provided for workers where required to stand for long periods.

INFECTIOUS DISEASES (E.G., COVID)

- _____ Lab capacity, mask requirement, and social distancing policies posted.

- _____ Equipment/workstations arranged to ensure social distancing guidelines are met.
- _____ Sanitizing/cleaning supplies provided.
- _____ Auxiliary face masks/face shields available.

INSPECTION CHECKLIST AND CORRECTION FORM

General Area or Job Safety

Class: _____

Date _____ Prepared: _____

Prepared

By: _____

Instructions: Checklist should be based on Code of Safe Practices for the area/job. If corrections are required, distribute copies to responsible persons(s).

Safe Work Condition, Work Practice or Personal Protective Equipment Needed	Initial	Checked	Corrective Action(s)

Corrective action (specify in detail): _____

Is tag-out/lockout required due to imminent hazard? _____

Person responsible for correction: _____ Copy provided: _____

Date/Time

Copy reviewed by management official _____
 Date: _____