

Lane Community College

Safety Inspection Checklist Office/Classroom Areas

The Safety Committee has developed this form to assist Lane staff in identifying and when necessary, correcting safety hazards.

Please send completed form to: Dawn Barth, College Operations

Completed by:
 Phone ext.:
 Date:
 Building:

General Work Environment

	Y	N	Comments/Date Corrected
1. Are emergency telephone numbers and procedures posted where they can be readily used in case of emergency?			
2. Are first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?			
3. Are portable fans provided with full guards having openings of ½ inch or less?			
4. Are spilled materials or liquids cleaned up immediately?			
5. Are materials stored in a manner to prevent sprain or strain injuries to employees when retrieving the materials?			
6. Is the area clear of signs of water leaks or water damage (i.e. stained ceiling tiles)?			
7. Are employees trained in emergency response and evacuation procedures?			
8. Are books, shelves, and boxes organized and stacked safely to withstand an earthquake?			

Walkways

	Y	N	Comments/Date Corrected
1. Are walking surfaces kept dry or appropriate means taken to ensure that surfaces are slip-resistant?			
2. Are aisles and passageways kept clear and are they at least 22 inches wide?			
3. Are openings or holes in the floors or other treading surfaces repaired or otherwise made safe?			
4. Are materials or equipment stored so sharp objects cannot obstruct the walkway?			
5. Are changes of direction or elevation readily identifiable?			
6. Is adequate headroom (of at least 6.5 feet) provided for the entire length of any walkway?			

7. Are grates or similar covers over floor openings, such as floor drains, of such design that foot traffic or rolling equipment will not be caught by the grate spacing?

Stairs and Stairways

1. Are standard stair rails and handrails present on all stairways having four or more risers?
2. Are all stairways at least 22 inches wide?
3. Do stairs have at least 6.5 feet of overhead clearance?
4. Are step risers on stairs uniform from top to bottom, with no riser spacing greater than 9.5 inches?
5. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
6. Are stairway handrails located between 30-42 inches above the leading edge of the stair treads?
8. Do stairways that are greater than 48" wide have handrails on both sides of the stairway?

Exit or Egress

1. Are all exits marked with an exit sign and illuminated by a reliable light source?
2. Are all exits kept free of obstructions and unlocked?
4. Are there sufficient exits to permit prompt escape in case of emergency?

Electrical

1. Are all cords in good condition with no fraying, exposed wire, or deteriorated insulation?
2. Are all electrical enclosures such as switches, receptacles, and junction boxes provided with tight-fitting covers or plates?
3. Extension cords are not used as fixed wiring.

Fire Protection

1. Is there at least 18" clearance maintained below sprinkler heads?
2. Are portable fire extinguishers provided in adequate numbers and types?

3. Are fire extinguishers mounted in readily accessible locations?				
4. Are fire extinguishers recharged regularly and then noted on the inspection tag?				
Chemicals				
			Y	N
			Comments/Date Corrected	
1. Chemicals/cleaners are kept in original containers or clearly labeled to list and identify chemical makeup?(e.g. windex)				
2. Containers of non-hazardous substances (e.g. water) labeled explicitly to avoid confusion?				
First Aid Kits Supply List				
Utility Scissors _____	Eye Wash- Expiration Date _____			
CPR Microshield _____	1 5X9 Sterile gauze bandage _____			
Mylar Blanket _____	2 3X3 gauze pads _____			
2 Instant Cold Compress _____	2 4X4 gauze pads _____			
Triangular Bandage _____	3 rolls of roller gauze _____			
2 Pair non-latex gloves _____	1, 2, and 3 inches _____			
2 Eye Pads _____	Sterile 4 inch roller gauze _____			
Tape _____	variety of bandaids _____			
Do NOT include				
Any medication including: aspirin, Tylenol, Ibuprofen, neosporin, Peroxide, Hydrocortisones, antihistamines, alcohol wipes.				
Notes				
Hazard	Dept. or FMP	Priority	Date Reported	Date Repaired if Dept