

Safety Inspection Checklist for Common Areas

UCOP Departmental Safety Officer Program

Instructions

1. Inspections should be conducted and documented annually
2. Print inspection form to document findings during inspection
3. Items marked “no” require corrective action
4. The date that these items are corrected should be documented on the inspection checklist
5. Completed inspection sheet should be maintained in department by DSO
6. DSO should consult with EHS for assistance, as needed
7. DSO should share inspection results with department management

Date of Inspection: _____ Name of Inspector: _____

Area Inspected: _____

General Safety

Yes No N/A Correction Date

| General Safety | Yes | No | N/A | Correction Date |
|---|-----|----|-----|-----------------|
| Incidences and near misses investigated | | | | |
| File cabinets arranged to prevent tripping hazards | | | | |
| Areas free of cords, wires, and other tripping hazards | | | | |
| Carpet/floor tile in good repair (free of tripping hazards) | | | | |
| Heavy materials stored on lower or middle shelves | | | | |
| Cabinets/shelving >6 feet tall secured or bolted | | | | |
| Are floor surfaces clean, dry and free of obstructions | | | | |
| Emergency exits adequately lighted and free of debris | | | | |
| Wall plug cover(s) in place | | | | |
| Good housekeeping | | | | |
| Safety Bulletin Board posted and materials up to date | | | | |
| Fire extinguisher present; extinguisher accessible | | | | |
| Other: | | | | |

Storage Rooms

Yes No N/A Correction Date

| | | | | |
|--|--|--|--|--|
| Cabinets/shelving >6 feet tall secured or bolted | | | | |
| Heavy materials not stored overhead | | | | |
| Adequate aisle space/egress | | | | |
| Good housekeeping | | | | |
| Other: | | | | |

Conference Rooms

Yes No N/A Correction Date

| | | | | |
|--|--|--|--|--|
| Cabinets/shelving >6 feet tall secured or bolted | | | | |
| Adequate aisle space/egress | | | | |
| Good housekeeping | | | | |
| Other: | | | | |

Break Room / Kitchen

Yes No N/A Correction Date

| | | | | |
|---|--|--|--|--|
| Employee safety information is posted and current | | | | |
| Other: | | | | |