

## San José State University

Department:	Location(s):	Report Prepared By:	Date of this report:
Reviewed by Manager, Chair, Director or Dean. <i>Print Name:</i>			Date

**Safety Suggestions and Recommendations:**

**• DEPARTMENT SAFETY INSPECTOR CHECKLIST •**

A	BUILDINGS AND GROUNDS	YES	NO	C	EMERGENCY PREPAREDNESS	YES	NO
1	Lighting adequate in all areas.			1	All exits properly marked and accessible.		
2	Electric lights, switches, etc. in good repair.			2	Are all staff aware of what to do in the event of an emergency		
3	Electric outlets not overloaded, multiple plug adapters are not used and have covers.			3	Passageways, especially emergency exits, are kept free of obstruction.		
4	Heating and ventilation adequate.			4	Emergency phone numbers and procedures are posted		
5	Elevators operating properly.			5	Fire extinguishers are available and operable		
6	Surfaces are kept dry or made slip-resistant.			6	A First Aid box is available and located in a prominent position		
7	Windows and doors in good repair, no sharp edges			7	Staff are familiar with the location and use of the Evacu-Trac chairs		
8	Areas are adequately illuminated.			8	Evacu-Trac chairs are located in stairwells		
9	Are floor coverings damaged or worn so as to be a tripping hazard			9	Other:		
10	Sidewalks free of holes or cracks			<b>D</b>	<b>INJURY ILLNESS PREVENTION</b>	<b>YES</b>	<b>NO</b>
11	Sprinklers are not a tripping hazard						
12	Shrubbery and tree branches properly cut back					1	A department Injury Illness Prevention Program is maintained.
13	Other:			2	A mechanism exists for communicating safety and health concerns with employees		
	<b>B</b>	<b>YES</b>	<b>NO</b>	3	Periodic inspections are performed and corrective actions taken.		
1	Is the overall condition of room/area tidy with surplus items stored away safely?			4	Injury investigations are performed if an employee becomes injured.		
2	Hand tools maintained in good condition.			5	Safety training is provided on the hazards associated within the workplace.		
3	Ladders and stepstools in good condition.			6	Safety inspection / training records are maintained for at least one year		
4	Desks, chairs and tables in good condition.			7	Other:		
5	Areas are cleaned regularly.						
6	Electrical extension cords not damaged and being used properly.			<b>E</b>	<b>Additional Inspection Areas</b>	<b>YES</b>	<b>NO</b>
7	Files and shelves anchored and not overloaded			1			
8	Chemicals are kept in sealed, labeled container and separated from food.			2			
9	Sufficient trash bins are provided and are they emptied regularly.			3			
10	Other:			4			
				5			

Briefly describe all accidents and injuries occurring since last report, if none so indicate.

List and prioritize all identified hazards and the appropriate corrective method.

(Use back of form for additional space)


*Send copy of this inspection report to HR Safety – Campus Mail: 0046*

*Date Sent*