San Jose State University Environmental Health and Safety	General Safety Checklist: Building:_____ Department:_____ Date: _____

This checklist is meant to be a guide to help you identify a potential hazards in your work area and to have the hazard corrected. Contact the SJSU Environmental Health and Safety should you have questions in applying these standards to your work area.

OK	Action needed	#	Item Description	Comment
		1	Are exits routes clear and accessible?	
		2	Are cabinets taller than 4 feet secured to prevent tipping, falling, or collapsing?	
		3	Are aisles, passageways, and corridors kept clear of cabinets and furniture?	
		4	Are extension cords in good repair and not worn, frayed, abraded, or wires exposed?	
		5	Cords, cables, and wires kept clear and do not create a tripping hazard?	
		6	Is there a portable fire extinguisher within at least 75' feet of travel and easily accessible?	
		7	The fire extinguisher is inspected monthly?	
		8	Are fire rated doors kept closed and are not blocked open by wedges or other material?	
		9	Is your work area free of excessive debris and obstructions?	
		10	Is lighting adequate to perform regular job tasks and egress safely?	
		11	Have you received health and safety training at time of hire, when transferred to a new assignment having a new hazard or exposure, or whenever a new hazard or exposure is introduced into the workplace?	
		12	Are labels on hazardous substance containers legible, dated, and identified as to its hazards and content?	
		13	Is there a Material Safety Data Sheet (MSDS) readily available for each hazardous substance used? For MSDS access go to: http://hq.msdsonline.com/csuedusl/Search/Default.aspx	
		14	Are flammable, combustible or toxic chemicals kept in closed containers when not in use?	
		15	Are you aware to report any obvious hazard to life and property to your supervisor, Department Chair, or EHS as soon as reasonable or correct the problem yourself?	
		16	Are emergency telephone numbers posted where they can be readily found in case of an emergency?	
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