

ENVIRONMENTAL HEALTH & SAFETY SELF-INSPECTION CHECKLIST

General Instructions: Complete each item in all applicable sections using the codes provided in the legend. A "No" response indicates a possible deficiency and corrective action may be necessary. Deficient conditions are to be entered on the Self-Inspection Worksheet. Contact EHS at 867-6111, for assistance and additional information.

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PART I: THIS PART IS TO BE COMPLETED BY ALL UNITS.

A. General Requirements

1. _____ Is there a written Accident Prevention Program in place?
2. _____ Is there an active Safety Committee or safety meetings being held?
3. _____ Is there a Safety Bulletin Board?
4. _____ Are the “Job Safety and Health Protection” and “Notice to Employees” posters posted on the Safety Bulletin Board? (Contact EHS at 867-6111 for posters)
5. _____ Is at least one person trained in first-aid at the work site at all times?
6. _____ Are employees designated as first-aid responders covered by a Bloodborne Pathogens Exposure Control Plan ? (see appendix D)
7. _____ Are there suitable first-aid kits and bloodborne pathogen kits in the immediate work area? First-aid kits should be readily visible, accessible and with complete contents.
8. _____ Are emergency telephone numbers posted on all first aid kits and telephones?

B. Office Spaces

9. _____ Are aisles, hallways and other high traffic areas free of such obstructions such as wastebaskets, boxes, ladders, open file drawers and personal belongings?
10. _____ Are electrical cords, telephone and computer wires kept out of areas, such as walkways, aisles and from under desks, where they might entangle feet?
11. _____ Are materials (i.e., paper, supplies) stored properly to reduce the risk of falling objects?
12. _____ Are heavy items stored on shelves between knee and waist height to prevent top heavy shelves and back injury?
13. _____ Is a step ladder or stool available to reach high places?
14. _____ Are office workstations adjusted and arranged to fit each worker? (see appendix I)
15. _____ Are chairs free from loose and broken parts, shaky legs or missing casters?

C. General Work Areas and Walkways

16. _____ Are all work sites (i.e., offices, store rooms, shops) clean and orderly?
17. _____ Are work surfaces kept dry, or appropriate means taken to assure surfaces are slip- resistant?
18. _____ Are aisles kept clear?
19. _____ Are wet surfaces covered with non-slip materials?
20. _____ Are materials or equipment stored in such a way that sharp objects do not protrude into the walkway?
21. _____ Are standard guardrails provided wherever aisle or walkway surfaces are elevated more than 30 inches above any adjacent floor or ground?

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D. Stairs and Stairways

22. _____ Are standard stair rails or handrails on all stairways having two or more risers?
23. _____ Are step risers uniform from top to bottom and in good repair?
24. _____ Are steps designed or provided with a surface that renders them slip resistant?
25. _____ Are stairways free from obstructions, such as stored items?

E. Electrical Safety

26. _____ Is each electrical panel free of obstruction with a minimum of 30 inches of access clearance?
27. _____ Is each circuit breaker labeled as to its function?
28. _____ Are electrical extension cords in good condition without splices, deterioration or damage?
29. _____ Are multiple plug adapters that are not circuit breaker protected prohibited?
30. _____ Are electrical extension cords protected from potential damage from such uses as being run through walls, ceilings, floors, doorways, windows and under carpets?
31. _____ Are extension cords equipped with a grounding prong?
32. _____ Are extension cords only used for temporary power?
33. _____ Are unused openings in electrical enclosures and fittings, such as conduit, junction boxes and electrical panels, closed with appropriate covers, plugs or plates?
34. _____ Are switches, receptacles and junction boxes equipped with covers or plates?
35. _____ Are all exterior outlet receptacles, interior outlet receptacles in wet locations and interior outlet receptacles within 6 feet of a sink or other water source equipped with ground fault circuit interrupters (GFCI)?

F. Fire Safety

36. _____ Are evacuation maps showing the location of exits, fire extinguishers, emergency eye washes posted?
37. _____ Are all exits free of obstructions?
38. _____ Are all exits marked by a readily visible “EXIT” sign?
39. _____ Are access to exits marked by exit signs indicating exit direction where the exit is not immediately apparent?
40. _____ Are all doors and passageways which are not an exit or exit way, but may be mistaken as such, identified by a sign reading “NOT AN EXIT”?
41. _____ Are all self-closing doors free to close (not secured in the open position)?
42. _____ Are all fire extinguishers fully charged, kept in their designated places and can be easily viewed and accessed?
43. _____ Do all fire alarm boxes and annunciator panels have unobstructed access?
44. _____ Do all fire sprinklers have at least 18 inches of clearance between the sprinkler head deflector and the top of any stored materials?
45. _____ Are all refrigerators, freezers and coolers labeled to indicate whether they are suitable for storing flammable liquids?
46. _____ Are flammable liquids stored in approved flammable storage cabinets?
47. _____ Are personal space heaters approved by EHS?
48. _____ Are all electrical cooking appliances (coffee pots, hotplates) sitting on a flat noncombustible surface (i.e., ceramic)?

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PART II: COMPLETE ALL SECTIONS APPLICABLE TO YOUR ACTIVITIES.

If an entire section does not apply to your activities, mark the “Does not apply” box and continue to the next section.

G. Personal Protective Equipment (PPE)☐ **Does not apply.**

- 49. _____ Have task assessments been performed by supervisors to identify the potential hazards requiring the use of PPE (such as eye and face, head, hand, respiratory and hearing protection.)? (see appendix D)
- 50. _____ Has EHS conducted monitoring of high noise activities (i.e., operations using power tools and heavy equipment)?
- 51. _____ Has EHS evaluated the need for respiratory protection where employees are exposed to dusts, mists, fumes and vapors?
- 52. _____ Have the task assessments been documented? (see appendix D)
- 53. _____ Has PPE been selected and provided based on the hazard assessment? (see appendix D)
- 54. _____ Have employees been trained in the use of PPE? (see appendix D)
- 55. _____ Has employee PPE training been documented? (see appendix D)

H. Elevated Work Surfaces (i.e., overhead storage, platforms)☐ **Does not apply.**

- 56. _____ Are signs posted, when appropriate, showing elevated surface load storage capacity?
- 57. _____ Are surfaces elevated more than 30 inches above the floor or ground in public spaces and 48 inches above the floor or ground in work areas provided with guardrails?
- 58. _____ Is material on elevated surfaces piled, stacked or racked in a manner to prevent it from tipping, falling, collapsing, rolling or spreading?

I. Portable Ladders☐ **Does not apply.**

- 59. _____ Are all ladders maintained in good condition, with joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely?
- 60. _____ Are non-slip safety feet provided on each ladder?
- 61. _____ Are ladder rungs free of grease and oil?
- 62. _____ When portable ladders are used to gain access to elevated platforms, roofs, etc., does the ladder extend at least 3 feet above the elevated surface?
- 63. _____ Are metal ladders marked with the signs reading “CAUTION” - Do Not Use Around Electrical Equipment” or equivalent wording?

J. Hand Tools and Equipment☐ **Does not apply.**

- 64. _____ Are all tools and equipment (company and employee owned) in good condition?
- 65. _____ Are all tools such as chisels and punches, which develop mushroom heads, reconditioned or replaced as necessary?

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66. _____ Are tool handles wedged tightly in the head of all tools and free from cracks and splits?
67. _____ Are all cutting edges kept sharp so the tool will move smoothly without binding or skipping?

K. Portable (Power Operated) Tools and Equipment

☐ Does not apply.

68. _____ Are grinders, saws and similar equipment provided with shield and guards as required by the manufacturer?
69. _____ Are circular saws equipped with guards above and below the base shoe?
70. _____ Are circular saws guards checked to assure they are not wedged up, leaving the lower portion of the blade unguarded?
71. _____ Are rotating or moving parts of equipment guarded to prevent physical contact?
72. _____ Are effective guards in place over belts, pulleys chains and sprockets?
73. _____ Are pneumatic and hydraulic hoses on power-operated tools checked regularly for deterioration or damage?
74. _____ Are employees trained on the manufacturer’s safety recommendations for each tool.

L. Abrasive Wheel Grinders

☐ Does not apply.

75. _____ Is the work rest used and kept adjusted to within 1/8 inch of the wheel?
76. _____ Is the adjustable tongue on the top side of the grinder used and kept adjusted to within 1/4 inch of the wheel?
77. _____ Do side guards cover the spindle, nut, and flange and 75% of the wheel diameter?
78. _____ Are goggles, face shields and hearing protection always worn when grinding?
79. _____ Is the maximum RPM rating of each abrasive wheel compatible with the RPM rating of the grinder motor?
80. _____ Before new abrasive wheels are mounted, are they visually inspected and ring tested?
81. _____ Are employees trained on the manufacturer’s safety recommendations?

M. Machine Safety

☐ Does not apply.

82. _____ Is all machinery and equipment kept clean and properly maintained?
83. _____ Is sufficient clearance provided around and between machines to allow for safe operation, set-up and servicing, material handling and waste removal?
84. _____ Is there a power shut-off switch within reach of the operator’s position at each machine?
85. _____ Are foot-operated switches guarded or arranged to prevent accidental actuation by personnel or falling objects?
86. _____ Are all emergency stop buttons colored red?
87. _____ Are all belts/pulleys, chains/sprockets and gears within 7 feet of the floor or working level completely enclosed with a guard?
88. _____ Are methods provided to protect operators and others in the machine area from hazards created at the point of operation, in-going nip points, rotating parts, flying chips, and sparks?
89. _____ Are machines equipped to prevent from automatically starting when power is restored after a power failure or shutdown?

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90. _____ If machinery is cleaned with compressed air, is the hose equipped with a nozzle designed to reduce the pressure to 30 p.s.i. or less and are safety goggles used?
91. _____ Are fan blades protected with a guard having openings no larger than ½ inch, when within 7 feet of the floor?
92. _____ Are saws used for ripping, equipped with anti-kick back devices and spreaders?
93. _____ Are radial arm saws adjusted so that the cutting head will gently return to the back of the table when released?
94. _____ Are radial arm saws adjusted so that the cutting head does not extend past the edge of the table?
95. _____ Are employees trained on the manufacturer’s safety recommendations?

N. Lockout Procedures (Control of Hazardous Energy)

☐ **Does not apply.**

96. _____ Are all cord and plug connected equipment disconnected from outlet receptacles during repair, servicing, set-up and maintenance where the unexpected activation of equipment could cause injury? (Copy machines excluded)
97. _____ Are all fixed wired equipment disconnected and locked-out from their power sources (i.e., electrical, pneumatic, hydraulic) during repair, servicing, set-up and maintenance where the unexpected activation of equipment could cause injury?
98. _____ Is all stored energy (i.e., electrical, hydraulic, pneumatic, gravity) released or blocked before equipment is locked-out for service, repairs, set-up and maintenance?
99. _____ Is there a written lockout program implemented? (see appendix K)

O. Welding, Cutting and Brazing

☐ **Does not apply.**

100. _____ Are employees/students exposed to the hazards created by welding, cutting, or brazing protected with personal protective equipment such as eye and face protection, gloves, aprons and respirators?
101. _____ Is there adequate ventilation where welding or cutting is performed?
102. _____ Are welding areas screened to protect nearby workers and bystanders?
103. _____ Is a suitable fire extinguisher available for immediate use?
104. _____ When the object to be welded cannot be moved and fire hazards cannot be removed, are shields used to confine heat, sparks and slag?
105. _____ Before hot work is begun, are used drums, barrels, tanks and other containers cleaned so that no substances remain that could explode, ignite, or produce harmful vapors?
106. _____ Are compressed gas cylinders, valves, couplings, regulators and hoses free from oil and greasy substances and regularly inspected for obvious defects?
107. _____ Are work and electrode leads frequently inspected for wear and damage?
108. _____ Are hot work permits completed before working in the field

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P. Compressed Gas Cylinders

☐ **Does not apply.**

- 109. _____ Are cylinders labeled with the identity of the contents and associated hazard warnings?
- 110. _____ Are empty cylinders marked with a tag or sign reading “Empty” or “MT”?
- 111. _____ Are cylinders located or stored in areas where they will not be damaged by passing or falling objects or subject to tampering by unauthorized persons?
- 112. _____ Are cylinders stored and transported in a manner (secured upright with a chain or strap to a wall, handtruck or bench) to prevent them from creating a hazard by tipping, falling or rolling?
- 113. _____ Are valves, regulators, gauges, couplings and hoses compatible with the pressure and contents of the cylinder?
- 114. _____ Are valve protectors always placed on cylinders when the cylinders are not in use or connected for use?
- 115. _____ Are all valves closed off before a cylinder is moved, when the cylinder is empty and at the completion of each job?

Q. Cranes and Hoists

☐ **Does not apply.**

- 116. _____ Are cranes and hoists visually inspected before each use for obvious defects to the operating mechanisms, hydraulic systems, hooks and slings?
- 117. _____ Are overhead electric hoists equipped with a limit device to stop the hook travel at its highest and lowest point of safe travel?
- 118. _____ Is the rated load of each hoist legibly marked?
- 119. _____ Are the controls of cranes/hoists plainly marked to indicate the direction of travel or motion?
- 120. _____ Is there safe clearance for equipment through aisles and doorways?
- 121. _____ Are hooks with safety latches used when hoisting materials so that slings or load attachments will not accidentally slip off the hoist hooks?
- 122. _____ Are securing chains, ropes, chokers or slings rated and appropriate for the load being lifted?
- 123. _____ When hoisting material or equipment, are provisions made to assure no one will be under the suspended load?

R. Forklifts

☐ **Does not apply.**

- 124. _____ Are only trained personnel allowed to operate forklifts?
- 125. _____ Is substantial overhead protective equipment provided on high lift rider equipment?
- 126. _____ Does each forklift have a warning horn?
- 127. _____ Are industrial trucks with internal combustion engines, operated in buildings or enclosed areas, carefully checked to ensure such operations do not cause harmful concentration of dangerous gases or fumes?
- 128. _____ Do the brakes and lifting mechanism work properly?

S. Confined Spaces - Hazardous Atmospheres

☐ **Does not apply.**

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129. _____ Do employees enter tanks, pits, vaults or similar confined spaces?
130. _____ Are appropriate atmospheric tests performed to check for oxygen deficiency, toxic substances and explosive concentrations in confined spaces (i.e. tanks, pits and vaults) before entry? Contact EHS to evaluate potential confined spaces and to conduct atmospheric monitoring.
131. _____ Is there a written Confined Space Entry Program implemented? (Contact EHS for assistance)

T. Chemical Safety

☐ Does not apply.

132. _____ Are employees aware of the potential hazards involving various chemicals such as acids, bases, epoxies and phenols?
133. _____ Are appropriate personal protective equipment and clothing used when handling chemicals?
134. _____ Are eye washes and safety showers provided in areas where corrosive chemicals are handled?
135. _____ Have control procedures such as ventilation and chemical handling systems been implemented for hazardous materials where appropriate?
136. _____ Is there a written chemical hazard communication program? (see appendix J)
137. _____ Is there a list of chemicals used in the workplace?
138. _____ Is each container of a hazardous material (i.e., vats, tanks, bottles, etc.) properly labeled?
139. _____ Is there a Material Safety Data Sheet readily available for each chemical used?
140. _____ Are employees informed as to the chemical hazards in their work area and the appropriate protective measures?
141. _____ Are chemicals stored so that incompatibles (such as acids and bases, organics and oxidizers) are separated?

U. Chemical Waste Management

☐ Does not apply.

142. _____ Have “Waste Identification” assessments been performed to determine what needs to be collected for chemical waste disposal? To request this service call EHS.
143. _____ Are automotive fluids, inks, developers, cleansers, paints, solvent, stabilizers, or any solid or liquid lab chemicals disposed of according to TESC policy? (Chemical wastes cannot be drain disposed, evaporated or placed in the trash without prior EHS approval).
144. _____ Have employees attended EHS Chemical Waste Management training within the last two years? Contact EHS to schedule training at your location.
145. _____ Are all wastes managed according WAC 173-303?
146. _____ Are waste containers labeled upon first addition of waste? Labels are available through EHS.
147. _____ Are waste containers closed when not in use?
148. _____ Do employees contact EHS when they need to dispose of chemical waste (Lab waste generators contact Lab Stores)?
149. _____ Are all used batteries recycled? If you have batteries from college equipment or units, EHS accepts, at no charge, all types including alkaline, lead acid, nickel cadmium, lithium and mercury.
150. _____ Have non-hazardous or less hazardous chemical alternatives been evaluated? To request pollution prevention assistance call EHS at 867-6111.

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151. _____ Are employees trained and equipped to clean-up incidental chemical spills? Employees not trained should evacuate the immediate area and keep passers-by from entering the contaminated area. Call 9-911 to report all non-incidental chemical spills.

V. Fall Protection

☐ **Does not apply.**

152. _____ Have employees who are exposed to falls 10' or greater trained in fall protection.
153. _____ Is there a written fall protection work plan for all projects where employees are exposed to falls of 10' or more?
154. _____ Are fall protection harnesses and ropes regularly inspected?
155. _____ Are lanyards and harnesses replaced at least every 5 years?

Unit Name: _____

Completed by: _____

Date Completed: _____