Safety Inspection Guidelines for Department Safety Coordinators

Safety inspections are an important part of any department’s program in the location, identification, and correction of hazards. Department Safety Coordinators must conduct at least one annual inspection. More can be done if necessary. Their schedule will begin in January to be completed by end of March.

The first inspection by a new Department Safety Coordinator (DSC) may be assisted the EH&IS office. All future inspections will be the responsibility of the DSC. Use the appropriate General Safety or Shop forms as a helpful checklist. Make all corrections, which may include calling the Facilities Management Service Center. Send a copy of the report to EH&IS, keeping a copy for yourself and the Chair or Director. We should be informed of any corrections made.

EH&IS will be inspecting high-hazard areas in January and the summer. These areas include Physical Plant, Arboretum, Student Health Center Lab, MH, DBH, and ECS. If problems are found, EH&IS will notify you.

GUIDELINES FOR THE SAFETY INSPECTION CHECKLIST FOR THE "GENERAL WORKPLACE"

In conducting annual safety inspections of your department, there may be items on the inspection form which you do not understand. The following information will hopefully explain what you will be looking for and why.

OFFICE AND CLASSROOM

1. Every office, classroom and lab must have either an Emergency Procedures flipchart or one of the blue and orange Emergency Information posters.
2. The Fire Code requires aisles and walkways to be at least 2 feet wide. This is necessary to maintain safe evacuation routes out of an office or building.
3. Broken chairs and tables must either be repaired or taken out of service. Call or send work order to physical plant for moving service to have unwanted furniture removed. Academic Affairs has a budget for repair of broken classroom furniture. Call 2614. Do not leave furniture in the halls as this can impede emergency exiting.
4. For earthquake safety, it is recommended that all tall bookshelves, cabinets and files should be secured to the wall. Call Facilities Management Service Center for this free service at ext. 3494.
5. Cal-OSHA requires that there be first aid supplies available to every employee. First aid kits can be purchased through Grangier or Office Depot. Every September, EH&IS
puts out a list of supplies for restocking kits. Supplies and kits may also be purchased from local drug stores.

BUILDING SAFETY

6. Lighting over work areas should adequate to avoid eye strains. For energy savings, some areas not critical for safety or used for work have been de-lamped.
7. If there are problems with inadequate ventilation, the Service Center must be notified. There are no OSHA guidelines regulating temperature.
8. Look for leaking faucets, clogged drains or plumbing fixtures needing repair. Floor and sink drains must be filled occasionally with water. A dry trap will allow sewer gases to come into the room.
9. Check for broken door closures. Hallway fire doors must not be propped open with door stops.
10. Floors must remain in good repair with no tripping hazards.
11. Ceiling tiles should not be broken and replacement should follow any work conducted in the air plenum. Call Facilities Mgmt Service Center for repair and replacement. Keep decorations hanging on the supporting t-bar to a minimum as some ceiling tiles still contain asbestos.

HOUSEKEEPING

12. All exits, stairways and fire corridors must remain unobstructed. Ask yourself, in an emergency evacuation will everyone be able to get out safely without tripping over objects in their way.
13. Messy storage areas create potential tripping and other hazards.
14. In an earthquake, items falling from high places are the cause of many injuries and deaths. Keep heavy items off the top shelves. This also helps in preventing back injuries.
15. If there is no way around having an electrical cord cross an aisle, it must be protected with a cord cover available through office supply stores.

ELECTRICAL SAFETY

16. Extension cords are allowed for temporary use only. The State Fire Marshal defines temporary as one day. Extension cords must be 3-prong. Two prong cords are not allowed.
17. The Fire Marshal allows the use of power strips that are UL approved and have an overload protection.
18. Cube adapters or outlet devices that provide additional outlets are not allowed.
19. Heavy duty electrical equipment must have the 3-prong plugs. Never use a plug in which the grounding prong has been cut off.
20. There should be no exposed wires, frayed cords, or switches that work only intermittently.
21. Portable heaters are not encouraged, but when necessary must have tip-over protection (turns off automatically when tipped over).
22. Quick access to electrical panels is often needed in an emergency. Keep all items (bookcases, coat racks, etc.) away from these panels.

23. Electrical cords under rugs can fray and cause a fire. Keep cords in cord protectors.

**FIRE PROTECTION**

24. Fire extinguishers are serviced on an annual basis. Make sure the service date is within one year, the arrow in the gauge is in the green, and that the extinguisher is in the designated location.

25. All employees should know the emergency procedures for fire, earthquake and building evacuation. They should know how to evacuate the building by two or more exits.

26. Not more than 10 gallons of flammable materials can be stored outside an approved storage cabinet. It’s recommended, however, that all flammable materials be kept in metal cabinets without other combustibles stored nearby.

27. Sprinkler heads must have a clearance of 18 inches. Make sure heads are not painted over or obstructed by shelving.

**SAFE PRACTICES**

29. You must have documentation that employees in your area are trained in the safe use of equipment.

30. Department personnel who lift heavy items as part of their job should receive back care training from EH&IS.

31. It’s recommended that each employee have at least 3 days supply of food or water available to them. Extra clothes, pair of sneakers, and flashlight are also recommended.

32. Hazardous materials must never be stored without labels identifying the contents.

33. **Absolutely no drain or trash disposal of hazardous material is allowed.** Call EH&IS if you have hazardous materials for disposal. This includes batteries.

34. Train all employees as to where to find at least two exits or stairwells in case of evacuation. Include training on the location of the fire pull and fire extinguisher.

35. Chairs should be adjustable with a 5 leg base preferred. Arm rests are recommended, although not absolutely necessary. The height of the screen should be at or below eye level. Elbows, when typing should be at a 90 degree angle. Eliminate glare with positioning of monitor or addition of glare screens.

36. Do office occupants have a clear view of the door? Is there a means of escape?

37. Is there a code word to indicate a problem that requires police intervention. Do the occupants know to the number to call (relates to #34—calling 911).

**GUIDELINES FOR THE SAFETY INSPECTION CHECKLIST FOR "SHOPS"**

These guidelines are for those coordinators who have shops (and labs) within their area of responsibility.

**SHOP SAFETY**
1. Power tools must be kept clean, oiled and repaired. The switches must operate properly, cords must be clean and free of defects and plugs in good shape.

2. Goggles or face shields shall be worn when grinding or when there is a danger of flying particles. Guards are put in place to protect the operator from moving parts of the machinery or point of operation. Guards must be affixed to the machinery when possible. Areas should be posted with warning signs.

3. If an employee is exposed to harmful dusts, fumes, mist, vapors or gases on the job, respiratory protection must be used after training by EH&IS.

4. Gloves, coveralls, hard-hats, face shields and hearing protection must be worn in situations appropriate for each protective device. Ask EH&IS if you have any particular questions on the proper equipment to be worn.

5. Broken ladders should be taken out of service. Pitch them no greater than 75 degrees. Ladders should not be painted. Metal ladders should not be used for or close to energized electrical equipment (wiring, panels, etc.). They should not be placed in doorways. Ladders must be inspected frequently for defects.

6. Signs must be installed which warn of the automatic starting of air compressors.

7. Electrical equipment and machinery with dangerous moving parts must be locked out and tagged whenever being serviced or repaired.

8. An unsecured gas cylinder will act as a missile if the valve is broken off. They must be secured to the wall in an upright position so the valve cannot be accidentally damaged.

9. All persons operating a forklift or a powered industrial truck (riding lawn mowers, small carts) must receive training by EH&IS prior to operation.

10. Hearing protection is available from EH&IS and must be provided to employees working in high noise level environments or with loud equipment.

11. Post signs requiring specific safety acts (wear ear, eye protection).

12. Post either an Emergency Procedures flipchart or one of the blue and orange Emergency Information posters.

13. Broken chairs and tables must either be repaired or taken out of service. Call Facilities Mgmt service Center x3494 to have unwanted furniture removed. For those shops not at ground level–Do not leave furniture in the halls as this can impede emergency exiting.

14. For earthquake safety, all tall bookshelves, cabinets and files should be secured to the wall. Call Facilities Management Service Center for this free service at ext. 3494.

15. Cal-OSHA requires that there be first aid supplies available to every employee. First aid kits can be purchased through Grangier or Office Depot. Every September, EH&IS puts out a list of supplies for restocking kits. Supplies and kits may also be purchased from local drug stores.

16. Lighting over work areas should adequate to avoid eye strains and other injuries.

17. If there are problems with inadequate ventilation, the Service Center must be notified. There are no OSHA guidelines regulating temperature.

18. Look for leaking faucets, clogged drains or plumbing fixtures needing repair. Floor and sink drains must be filled occasionally with water. A dry trap will allow sewer gases to come into the room.

19. Check for broken door closures. Hallway fire doors must not be propped open with door stops.

20. Floors must remain in good repair with no tripping hazards.
21. Keep storage areas clean. Tools and other supplies should be stored safely where they will not create a hazard. During an earthquake, items can be easily tossed around a room creating a hazard for the occupants.

22. In an earthquake, items falling from high places are the cause of many injuries and deaths. Keep heavy items off the top shelves. This also helps in preventing back injuries.

23. Quick access to electrical panels is often needed in an emergency. Keep all items (bookcases, coat racks, etc.) away from these panels.

24. Same as #23.

25. Fire extinguishers are serviced on an annual basis. Make sure the service date is within one year, the arrow is in the green, and that the extinguisher is in the designated location.

26. All employees should know the emergency procedures for fire, earthquake and building evacuation. They should know how to evacuate the building by two or more exits.

27. Not more than 10 gallons of flammable materials (oils, solvents, etc.) can be stored outside an approved storage cabinet. It’s recommended, however, that all flammable materials be kept in metal cabinets without other combustibles stored nearby.

28. You must have documentation that employees in your area are trained in the safe use of equipment.

29. All containers of hazardous material must be properly labeled with the contents.

30. Absolutely no drain or trash disposal of hazardous material is allowed. Call EH&IS if you have hazardous materials for disposal.

31. Train all employees as to where to find at least two exits or stairwells in case of evacuation. Include training on the location of the fire pull and fire extinguisher.

32. Circuit breakers and other equipment must be properly labeled as to indicate what is energized.

33. Keep the covers on electrical panels even if it is labeled as work in progress.

34. Keep work and personal areas clean. Tools and other equipment should be in good repair.

35. Put in a work order whenever damaged asbestos containing building materials are noted.

36. Call in a work order.

**LABORATORY SAFETY**

1. Same as #1 above.

2. Eating is not permitted labs. Because of the possibility of cross contamination of chemicals with food or drink. Smoking is not permitted anywhere in university buildings.

3. Most chemical contaminants have an exposure level which cannot be exceeded without personal protective equipment. If overexposure is possible or in question, notify the Chemical Hygiene Officer.

4. Material Safety Data Sheets (MSDS) are now available on the computer terminals in each lab. Make sure the screen for Chemwatch is easily found.

5. Containers must show no signs of rust, corrosion or damage. Cans should not show evidence of expansion. You must be able to read the container label.
6. Signs must be posted warning those unaware of the hazards present. Notify EH&IS for signage.

7. For Hazardous Material information regarding storage guidelines go to http://ehis/ChemicalLabSafety/GeneralMaterialCompatibility.aspx

8. Employees must be trained on the proper handling, storage and use of chemicals with which they work. Information can be obtained from the MSDS.

9. Fume hoods are inspected annually by the Chemical Hygiene Officer. They should have a tag certifying the face velocity around 100 fpm. Hoods must also have an indicator which lets you know they are working. This can be either a gauge or piece of material that shows air movement.

10. Employees should know how to control bleeding, the treatment for burns, recognition of a possible heart attack and other first aid basics. EH&IS can provide this training, if required.

11. For information regarding registered carcinogens go to http://ehis/RadiationSafety/RadioactiveMaterialsAtCSUF.aspx

12. Bio-hazardous agents are those with the capacity to produce harmful effects upon other biological organisms such as humans. One difference over chemicals is that these agents can reproduce. Call EH&IS for the latest bio-safety information.

13. Labs should be run in accordance with the latest guidelines from the Chemical Hygiene Officer located in T-1431.

14. Eyewashes and showers must be available and unobstructed. They must be tested monthly.

15. Some areas may need specific procedures which are required for various operations. The Chemical Hygiene Officer will assist in this area.

16. Do all personnel in the lab know what to do in case of a spill of hazardous materials?

17. Labs are designed to have a negative pressure so that contaminants are not spread into the hallway. When doors to labs are left open, the flow of air is disrupted and contamination can occur.

18. Similar to above. Does the room maintain a negative pressure when the doors are closed?

19. All contaminated syringes and needles must be kept in specially designed red containers used for sharps.

20. Due to strict environmental laws, nothing remotely considered hazardous can be dumped down the drain or thrown in the trash. All waste must be labeled as such and kept apart from regular chemicals in use.

21. Shelves containing glassware and chemicals must be protected from falling during an earthquakes. This is to protect the occupants of the rooms and decrease the possibility of non-compatible chemicals from combining and causing a fire, explosion or toxic gas.

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