

# Lane Community College

## Safety Inspection Checklist Office/Classroom Areas

The Safety Committee has developed this form to assist Lane staff in identifying and when necessary, correcting safety hazards.

**Please send completed form to:** Dawn Barth, Risk Management

Completed by:					
Phone ext.:					
Date:					
Building:					

### General Work Environment

	Y	N	Comments/Date Corrected		
1. Are emergency telephone numbers and procedures posted where they can be readily used in case of emergency?					
2. Are first-aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?					
3. Are employees trained in emergency response and evacuation procedures?					
4. Are combustible materials, such as paper, cardboard, kept to a minimum?					
5. Is the area clear of signs of water leaks or water damage? ie stained ceiling tiles?					
6. Are materials stored in a manner to prevent sprain or strain injuries to employees when retrieving the materials?					

### Earthquake

	Y	N	Comments/Date Corrected		
1. Are furniture and equipment over 4 feet tall braced to prevent tipping in an earthquake?					
2. Do shelves in the immediate work area that contain heavy items such as textbooks, boxes or computer equipment have earthquake lips/barriers to prevent materials falling off and hitting someone during an earthquake?					

<b>Walkways</b>					
			<b>Y</b>	<b>N</b>	<b>Comments/Date Corrected</b>
1. Are walking surfaces kept dry or appropriate means taken to ensure that surfaces are slip-resistant?					
2. Are aisles and passageways kept free of obstruction so that the area is easily evacuated in case of an emergency?					
3. Are materials or equipment stored so sharp objects do not obstruct the walkway?					
4. Are grates or similar covers over floor openings , such as floor drains, of such design that foot traffic or rolling equipment will not be caught by the spacing and in good repair?					
<b>Exit or Egress</b>					
			<b>Y</b>	<b>N</b>	<b>Comments/Date Corrected</b>
1. Are all exits marked with an exit sign and illuminated by a reliable light source?					
2. Are all exits kept free of obstructions and unlocked?					
3. Are there sufficient exits to permit prompt escape in case of emergency?					
<b>Stairs and Stairways</b>					
			<b>Y</b>	<b>N</b>	<b>Comments/Date Corrected</b>
1. Are standard stair rails and handrails present on all stairways having four or more risers?					
2. Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?					
3. Do stairways that are greater than 48" wide have handrails on both sides of the stairway?					
<b>Electrical</b>					
			<b>Y</b>	<b>N</b>	<b>Comments/Date Corrected</b>
1. Are all extension cords in good condition with no fraying, exposed wire, or deteriorated insulation? Used only as temporary wiring?					
2. Are powerstrips connected into another powerstrip? Are equipment like refrigerators, microwaves, space heaters plugged directly into the wall and not into powerstrips?					
3. Are all electrical enclosures such as switches, receptacles, and junction boxes provided with tight-fitting covers or plates?					

<b>Fire Protection</b>						
				Y	N	Comments/Date Corrected
1. Are materials stored 24" from ceiling in non-sprinklered buildings and 18" from ceiling in sprinklered buildings?						
2. Are fire alarm pull boxes clearly identifiable and unobstructed?						
3. Are fire extinguishers identifiable and unobstructed?						
4. Are fire extinguishers tagged with annual and current monthly inspections?						
5. Are Exit signs unobstructed and clearly visible from all aisles hallways?						
6. Do self-closing devices and door latches on fire-rated doors work freely? (Doorstops are not permitted)						

<b>Chemicals</b>						
				Y	N	Comments/Date Corrected
1. Chemicals/cleaners are kept in original containers or clearly labeled to list and identify chemical makeup?(e.g. windex)						
2. Containers of non-hazardous substances (e.g. water) labeled explicitly to avoid confusion?						

**First Aid Kits Supply List**

Utility Scissors _____	Eye Wash- Expiration Date _____				
CPR Microshield _____	1 5X9 Sterile gauze bandage _____				
Mylar Blanket _____	2 3X3 gauze pads _____				
2 Instant Cold Compress _____	2 4X4 gauze pads _____				
Triangular Bandage _____	3 rolls of roller gauze _____				
2 Pair non-latex gloves _____	1, 2, and 3 inches _____				
2 Eye Pads _____	Sterile 4 inch roller gauze _____				
Tape _____	variety of bandaids _____				

**Do NOT include**  
 Any medication including: aspirin, Tylenol, Ibuprofen, neosporin, Peroxide, Hydrocortisones, antihistamines, alcohol wipes.

**Notes**

<b>Hazard</b>	<b>Dept. or FMP</b>	<b>Priority</b>	<b>Date Reported</b>	<b>Date Repaired if Dept</b>