

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, College Operations

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. Do rooms with 50 seats or more have a maximum occupancy sign posted?			
6. Is there Safety glazing in all doors and hallways?			
7. Are there any dead light bulbs in overhead fixtures?			

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?			
3. Are employees trained in emergency response and evacuation procedures?			

Walkways						
				Y	N	Comments/Date Corrected
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 cannot obstruct the walkway?						
4. Are there any dead-end corridors more than 20 feet long in non-sprinklered buildings?						
5. Are there any dead-end corridors more than 50 feet long in sprinklered buildings?						
Stairs and Stairways						
				Y	N	Comments/Date Corrected
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?						
Electrical						
				Y	N	Comments/Date Corrected
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?						
4. Do all electrical equipment (eg. Copiers, computers) have 3 pronged grounded plugs? (No 3-pronged equipment should be plugged into 2-pronged adapters)						

Fire Protection						
				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 current annual inspection?						
5. Are Exit signs unobstructed and clearly visible from all aisles hallways?						
6. Are all exits marked with an exit sign and illuminated by a reliable light source?						
7. Do self-closing devices and door latches on fire-rated doors work freely? (Doorstops are not permitted)						
Chemicals						
				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						
Hazard	Dept. or FMP	Priority	Date Reported	Date Repaired if Dept		