



Chabot-Las Positas Community College District

7600 Dublin Blvd. 3rd Floor, Dublin CA 94568

Appendix B SELF INSPECITON CHECKLIST

Site: _____ Building: _____ Room/Area: _____

Department Inspected: _____ Name of Inspector: _____

Signature of Supervisor: _____ Date of Inspection: _____

This check list is by no means all-inclusive. You should add items or delete items that do not apply to your operation. As you go through each item place a check mark in either the "Okay" or "Needs Attention" column. Please use the "**Comments**" box if you require more space. For all items that need attention write the corrective action and the completion date at the bottom of the list under "**Corrective Action**".

	Okay	Needs Attention	N/A
GENERAL: (THIS SECTION IS NOT OPTIONAL)			
Keep inspection checklists for work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain training records for department employees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintain equipment inspection log as required (varies by types of equipment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure periodic safety training has been completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

	Okay	Needs Attention	N/A
HOUSEKEEPING: (THIS SECTION IS NOT OPTIONAL)			
Inspect condition of extension cords for missing ground prong (third), splices, deteriorations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work area free of clutter and materials which can cause a trip and fall hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage areas free to move around without having to lift and reach over things	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are clear aisle ways to move about the area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Okay	Needs Attention	N/A
HOUSEKEEPING: (Continued)			
All lofts and storage areas have guardrails to prevent someone from falling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floor area is cleared of slipping and tripping hazards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical panels: area around panels are free of supplies, storage and debris within 3 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Single extension cord use only – connection of multiple extension cords is prohibited.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No space heaters in work areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seismically brace all furniture/equipment higher than 5 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Items not stacked over 6 feet height.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspect condition of Evac-Chairs, Emergency Communications and/or Emergency Supplies, if equipped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

	Okay	Needs Attention	N/A
TRAININGS: (THIS SECTION IS NOT OPTIONAL)			
Employees have been trained on how to protect themselves from the hazards identified in their work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employees are current on any mandatory/specialized training (ie: lockout, confined space, respirators, fume hoods, forklift, etc) needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training records are up to date for each employee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

	Okay	Needs Attention	N/A
SAFETY SUPPLIES: (THIS SECTION IS NOT OPTIONAL)			
Eyewash /shower stations: operating correctly, caps are working, clear of obstacles around station, and flushed monthly and maintain inspection log.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First Aid kits: are inspected and fully stocked, remove and replace expired items Annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Extinguishers: Inspection tags are current, hanging on the wall and are not blocked by supplies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Protective Equipment: safety supplies are available and equipment is in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employer Posters: including emergency numbers, worker's compensation information and it's the law posters are posting in a conspicuous and easily accessible place, such as a highly trafficked workplace area where employees can see them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Injury & Illness Prevention Plan (IIPP) is accessible to all employees and employees are informed where it is located (District Website or hardcopy in department)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Data Sheets (SDS) and chemical inventory are on file and accessible to all department employees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Signs are posted in the work area such as no smoking, safety goggles must be worn, flammable materials, moving equipment, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

	Okay	Needs Attention	N/A
EQUIPMENT:			
Fume Hoods are working properly and a decal for current certification is posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compressed gas: empties stored separate from fulls, cart to move cylinders around , incompatible cylinders (example: oxygen and acetylenes) are secured and separated by 20 feet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand Tools/Power Tools have operator instructions and are inspected regularly and safety guards are in place and working.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-Office Equipment: inspected periodically as required by law or per manufacturer, safety guards in place and working.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladder: inspect conditions of ladders including cracks, rungs, feet. Remove unsafe ladders from service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Forklift/Aerial Lift: Drivers must be certified and document daily inspection before operating equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All employees are instructed on how to operate the equipment they are required to use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

	Okay	Needs Attention	N/A
HAZARDOUS MATERIALS/CHEMICALS:			
Spill kits available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous waste is labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All hazardous substance containers are labeled and secondary containers have the contents name and chemical and health warnings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SDA binders are accessible to employees to use, updated binders, add start/end date of usage, store 30-years.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paints and hazardous substance properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Corrective Action:

(Describe any corrective action taken and the date(s) such action was completed)