

Chapter 16

SAFETY INSPECTIONS

A. References

1. [SPPM 2.78 Safety Precautions for Office Workers](#)
2. [SSPM 2.50 Self Inspection](#)
3. [Guidelines for Work Area Standards of Appearance](#)
4. [EHS Building Safety Inspection Checklist](#)
5. [WAC 296-155-020 Housekeeping](#)
6. [Workplace Hazard Assessment Certification Form](#)

B. Appendices

- Appendix A – EHS Building Safety Inspection Checklist

C. Scope

Workplace safety self-inspections are important to identify and control workplace hazards and to ensure compliance with University policies and regulatory requirements. University policy regarding the performance of safety self-inspections are provided in Safety Policy and Procedures Manual [SSPM 2.50](#).

D. Requirements

Unit managers must ensure building safety inspections are performed annually, at a minimum. However, high-hazard areas (e.g., chemical storage sites) should be inspected more frequently or when new construction, renovation, or significant process changes occur. The following are EHS' safety and housekeeping inspection schedules:

- Office areas are inspected annually.
- Chemical storage areas are inspected bi-annually
- Dangerous waste storage areas are inspected weekly, per RCRA requirements.

Unit managers must ensure safety inspections are documented and that documentation is available for review by department personnel. Records shall be maintained per EHS policies.

E. Building Inspection Procedures

Building, lab, and chemical storage area safety inspections are intended to evaluate potential workplace safety and health hazards, referencing the policy requirements outlined in the University Safety Policies and Procedures Manual (SPPM).

- Inspections of work areas must be completed by a different unit (e.g., Environmental Services inspects the Occupational Health and Safety work areas).
- The inspection must be conducted by the safety committee member or appointee for each unit. It is recommended the Director or unit manager periodically attend the inspection.
- The inspection must be documented using the EHS Building Safety

Inspection Checklist (Appendix A) and submitted to all unit managers.

- The unit managers shall review and acknowledge the information submitted on the
- Building Safety Inspection Checklist. Any deficiencies must be communicated to the responsible supervisor(s) and affected employees. Unit managers must work with supervisors and employees to fix deficiencies and recommended corrective actions.
- Supervisors are required to take immediate remedial action to correct any safety deficiencies found during the inspection as identified on the report.
- The EHS Director is responsible to arrange funding of feasible corrective actions that may require modifications to facilities, new furniture or equipment.
- Departmental Safety Committees must review the Building Safety Inspection Checklist at the first meeting following the completion of the inspections. All deficiencies shall be reviewed by the Safety Committee to ensure corrective action has been satisfactorily completed or if further recommendations or follow-up is necessary.

The College of Arts and Sciences is committed to identifying and promptly controlling hazardous conditions and practices that are likely to result in injury or occupational illness to employees or occupants. All employees must cooperate with the inspection process and recommended corrective actions.

F. General Workplace Hazard Assessment

Supervisors are required to develop and maintain a Standard Workplace Hazard Assessment Certification Form (see Chapter 24, PPE) for routine tasks performed by their employees. Supervisors must review the form for additional hazards, as needed, to support the work performed by their employees.

Employees observing a potential safety and health concern are to contact their supervisor. The supervisor should take immediate action to correct the concern. Building maintenance issues should be reported to the Operations unit and Facilities Operations at 335-9000.

Appendix A – Building Safety Inspection Checklist

BUILDING INSPECTION CHECKLIST FOR FIRE AND GENERAL SAFETY

This Checklist is to be used for building inspections by building coordinators and faculty members when fire and general safety is being checked. The inspection form is designed to prompt the inspector to observe for the conditions listed and respond in the “yes” column if everything is in order. Any “no” answer should be accompanied by an explanation in the “comments” column to assist in identifying and correcting the problem.

Please Note: Laboratories must be inspected using the appropriate laboratory checklist.

Item	YES	NO*	Description	Comments (Be Specific!)**
MEANS OF EGRESS (Corridors and passageways to exits, including the exit)				
1			Are stair handrails in place on both sides of staircase and in good condition? Are stair treads in good condition?	
2			Are corridors and exits free and clear of all obstructions, with room furniture arranged to provide easy access to the exit?	
3			Do exit doors swing in the direction of exit travel with panic hardware properly attached and in good working order (no sticking, etc.)?	
4			Will fire doors and exit doors close and latch completely? Are fire doors kept closed? (Fire doors are those which have a “fire rating”, which is shown on a label located on the door frame and on the back edge of the door, normally near the top of the door)	
5			Are exits properly marked and illuminated? Are passageways adequately illuminated with all bulbs working?	
6			If emergency lights are installed, are they functional?	
FIRE PROTECTION				
1			Are all fire extinguishers in place, charged, and accessible?	
2			Is fire alarm system, including smoke and/or heat detectors, operable and able to be heard throughout the building (Green inspection tag in place and current)?	
3			Are fire evacuation plans posted throughout and in good condition?	
4			Are all rooms or areas in the building being used as labs, storage areas, kitchens, or equipment rooms fire designed and authorized for such purposes?	
5			Is sprinkler head clearance of 18” maintained (nothing stacked, installed or stored within 18 inches of the heads)?	
ELECTRICAL				
1			Are extension cords used in place of permanent wiring only in temporary situations? Are they adequately sized for the electrical current, protected against damage, and equipped with factory or Facility Services installed receptacles (the minimum size for an extension cord is #16AWG.)?	

2			All electrical cords and extension cords are in good shape with no fraying, swelling, splicing or patches?	
3			Where work with portable tools and/or cords is in a wet area, are ground fault interrupters used (unless the tools are double insulated)?	
4			Do all electrical junction and switch and receptacle boxes have covers that are closed tightly? Are switches labeled where their purpose is not obvious?	
5			Are circuit breakers labeled as to their function and all covers complete (no blanks) and in place? Is there clear access to breaker panels?	

GENERAL SAFETY CONSIDERATIONS

1			Are emergency phone numbers posted on telephones and Building emergency plans and Safety and Security plans current and known to occupants?	
2			Janitor closets, equipment rooms, and stairwells free of general storage? Are flammables, other than small quantities for research, instruction, or maintenance activities, stored in fire rated cabinets or approved storage?	
3			Housekeeping at time of inspection adequate? Are attic areas clear of storage?	
4			Floors in good condition with no loose tiles or other tripping hazards?	
5			Outdoor grassy areas, sidewalks, stairs and parking lots in safe condition?	
6			Are power vents/hoods operational and inspected where required?	
7			Indoor air quality — Is the air free from irritating or nuisance odors? Are walls, and other areas free from mildew, mold and excessive dusts?	

OTHER CONDITIONS THAT REQUIRE ATTENTION:

* "NO" answers must be accompanied by comments that explain corrective action needed. Building Coordinators should report deficiencies directly to Facility Services. On deficiencies that have been reported with no action taken, request assistance from EHS in the "Comment Section."

** Specific location, room #, equipment number, etc.

Report completed by: _____ (print name) Date: _____

Title: _____ Building: _____

Appendix B – Laboratory Safety Inspection Checklist

[Laboratory Safety Inspection Checklist](#)