

# Safety Committee Charter – Form 3: Safety Inspection Worksheet

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Inspectors: \_\_\_\_\_

## Office/Classroom Type Instructional Areas:

Description	Yes	No	N/A	Comments
<b>Access/Egress</b>				
• Aisles Clear				
<b>Exits</b>				
• Marked, clear and unlocked				
<b>Fire Extinguishers</b>				
• Mounted, accessible, inspected				
<b>Automatic Emergency Defibrillator (AED)</b>				
• Accessible				
<b>Emergency Action Plan</b>				
• Evacuation Routes Posted				
• Emergency Maps Posted				
• Emergency Guides Posted in Rooms				
<b>Power cords</b>				
• Good condition				
• Placement/storage (not daisy chained)				
<b>Office Equipment</b>				
• Good condition				
<b>Air Quality</b>				
• Temperature				
• Air flow				
<b>Lighting</b>				
• General				
• Task				
<b>Storage</b>				
• File Cabinets				
• Heavy items low				
<b>Other ISSUES noted:</b>				

Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Lab/Studio/Shop Type Areas:**

Description	Yes	No	N/A	Comments
<b>Access/Egress</b>				
• Aisles Clear				
<b>Exits</b>				
• Marked, clear, unlocked				
<b>Fire Extinguishers</b>				
• Mounted, accessible, inspected				
<b>Automatic Emergency Defibrillator (AED)</b>				
• Accessible				
<b>Emergency Action Plan</b>				
• Evacuation routes posted				
• Emergency Maps posted				
• Emergency Guides posted				
<b>Eye Wash/Showers</b>				
• Functional, inspected weekly, accessible				
<b>Lighting</b>				
• Adequate for work areas				
<b>Lockout/Tagout</b>				
• Written procedures, locks/tags				
<b>PPE</b>				
• Available, correct types				
• Appropriately worn when needed				
<b>Ladders</b>				
• No loose, worn, damaged rungs or side rails				
<b>Machine Guarding</b>				
• Not bent, broken or lost				
<b>Housekeeping</b>				
• Aisles clear, no food/drink in shop				
<b>Cranes and Slings/Hooks</b>				
• No damaged hoist chains, wire ropes, mechanical parts, rails, wheels				
• No damage, cracks, deformations Hook latches present				
<b>Welding</b>				
• Torches: Hoses, connections and valves good repair				
• Electric Welding leads and equipment in good repair				
• Compressed gases stored upright, chained				
• Manifolds, pressure regulators, hoses, gauges, relief valves in good condition				
• Proper ventilation				
• Proper PPE				

Location: \_\_\_\_\_ Date: \_\_\_\_\_

**Lab/Studio/Shop Type Areas (Continued):**

Description	Yes	No	N/A	Comments
<b>Compressed Air</b>				
<ul style="list-style-type: none"> <li>Hoses, air nozzles, wands in good condition</li> </ul>				
<ul style="list-style-type: none"> <li>Proper use</li> </ul>				
<b>Portable Tools</b>				
<ul style="list-style-type: none"> <li>Machine guards, handles, cords in good repair</li> </ul>				
<ul style="list-style-type: none"> <li>Proper storage</li> </ul>				
<b>Storage</b>				
<ul style="list-style-type: none"> <li>Chemicals stored properly</li> </ul>				
<ul style="list-style-type: none"> <li>Tall/Heavy shelving secured</li> </ul>				
<ul style="list-style-type: none"> <li>Heavy items low</li> </ul>				
<b>Other ISSUES noted:</b>				