

Workplace Safety Survey

Building _____ Department _____ Room(s) _____ Contact Person _____

Inspection Performed by _____ Date: _____

Y N N/A Comments Page 1 of 2

Computer Workstation Ergonomics Guidelines (non-mandatory)				
	Complete workstation evaluations can be requested by calling EH&S at 7-3129.			
1	Monitor directly in front, top of screen at or slightly below eye level.			
2	Monitor approximately 18 to 24 inches away, positioned to avoid glare.			
3	Anti-glare screen and/or wrist pad used, if needed.			
4	Chair/footrest heights adjusted to keep thighs parallel with the floor.			
5	Chair/keyboard heights adjusted properly for hands, wrists, and arms.			
6	Documents held next to and at the same level as the monitor screen.			
Electrical Safety				
1	Extension cords are not used as permanent wiring.			
2	Extension cords and power strips not daisy-chained one to another.			
3	Electrical cords not under carpets/rugs, through doorways, or high traffic areas.			
4	Multi-outlet power strips are UL listed and have circuit breakers.			
5	Power cords are in good condition with no splices or broken insulation.			
6	Grounding prongs not removed from 3-way plugs.			
7	Outlet, switch and junction box covers are in place and in good repair.			
8	Circuit breaker panels and emergency shut offs unobstructed and labeled.			
9	Electrical outlets not overloaded with appliances, i.e. splitters used.			
10	Ground Fault Interrupters installed, labeled and operating correctly.			
11	Energized parts, circuits, and equipment guarded against accidental contact.			
Fire Prevention and Protection				
1	Fire extinguishers properly mounted, located, and identified.			
2	Fire extinguishers adequate in number and type.			
3	Fire extinguishers inspected, recharged, and maintained as required.			
4	Fire aisles, exitways, stairways, and fire equipment kept unobstructed.			
5	Exit lights properly illuminated and emergency lighting operable.			
6	Fire doors not blocked open or are on magnets connected to fire alarm system.			
7	Flammable liquids stored in approved safety cans.			
8	Flammable liquid containers kept closed when not in use.			
9	Flammable liquids of 10 gallons or more stored in flammable storage cabinet.			

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Comments

10	Flammable storage cabinets labeled "Flammable - Keep Fire Away."				
11	Connections on drums and combustible liquid piping leak free.				
12	Flammable liquid drums grounded and bonded to containers when dispensing.				
13	Proper storage of flammable/combustible materials to reduce risk of fire.				
14	Oily/greasy rags placed in proper self-closing oily rag containers.				
15	No penetrations through walls or ceilings and all ceiling tiles are in place.				
16	Sprinkler heads clean and no storage within 18 inches.				
17	Sprinkler heads protected by metal guards when exposed to physical damage.				
General Work Environment & Indoor Air Quality					
1	All areas properly illuminated.				
2	Noise levels are within acceptable limits or engineering controls established.				
3	Areas with high noise levels posted and hearing protection required to be used.				
4	Work areas clean, sanitary, and orderly. (garbage disposed properly, etc.)				
5	Work area properly ventilated for type of equipment or chemicals in use.				
6	Vacuum systems used when possible instead of blowing or sweeping dusts.				
7	Temperature and humidity seem to be within acceptable ranges.				
8	Areas free of visible fungal/mold growth and associated odors.				
9	Walls ceilings, floors free of signs of mold or moisture damage.				
10	Air intake areas free of odor causing materials or hazardous chemicals.				
Office Equipment and Breakroom Appliances					
1	Chairs in good condition and adjustable (if appropriate).				
2	Paper cutter has guard, blade spring functional, and locked when not in use.				
3	Portable fans are equipped with appropriate guards.				
4	Bookcases, shelves, cabinets are not overloaded.				
5	Bookcases and file cabinets are secured from tipping over.				
6	Space heaters UL listed with tip switches and working temperature controls.				
7	Toasters, toaster ovens, etc. used away from combustible materials.				
8	Coffeemakers, microwaves, etc. in good operating condition.				