

UCSD OFFICE SAFETY INSPECTION

Injury & Illness Prevention Program
University of California, San Diego

Location _____ Date _____ Phone _____

Supervisor _____ Department _____

Inspector _____ Job title _____

1. Administration and training:

- Yes No N/A 1. Are all safety records maintained in a centralized file for easy access? Are they current?
- Yes No N/A 2. Have all employees attended Injury & Illness Prevention Program training? If not, what percentage has attended? _____
- Yes No N/A 3. Does the department have a completed Emergency Action Plan? Are employees being trained on its contents?
- Yes No N/A 4. Are chemical products used in the office being purchased in small quantities? Are Material Safety Data Sheets needed?
- Yes No N/A 5. Are the Cal/OSHA information poster, Workers' Compensation bulletin, annual accident summary (must be posted during February, at a minimum), and Emergency Response Guide flipchart posted? Is Safety Briefs newsletter being received and posted?
- Yes No N/A 6. Are annual workplace inspections being performed and documented?

2. General safety:

- Yes No N/A 7. Are exits, fire alarms, pullboxes, and sprinklers clearly marked and unobstructed?
- Yes No N/A 8. Are aisles and corridors unobstructed to allow unimpeded evacuations?
- Yes No N/A 9. Is a clearly identified, unobstructed, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? For extinguisher service, contact PPS at (858) 534-2930.
- Yes No N/A 10. Are ergonomic issues being addressed for employees using computers?
- Yes No N/A 11. Is a fully stocked first-aid kit available? Is its location known to all employees in the area?
- Yes No N/A 12. Are cabinets, shelves, and furniture over five feet tall secured to prevent toppling during earthquakes?
- Yes No N/A 13. Are books and heavy items and equipment stored on low shelves and secured to prevent them from falling on people during earthquakes?
- Yes No N/A 14. Is the office kept clean of trash and recyclable materials promptly removed?

2. Electrical safety:

- Yes No N/A 15. Are plugs, cords, electrical panels, and receptacles in good condition? No exposed conductors or broken insulation?
- Yes No N/A 16. Are circuit breaker panels accessible and labeled?
- Yes No N/A 17. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
- Yes No N/A 18. Is lighting adequate throughout the work environment?
- Yes No N/A 19. Are extension cords being used correctly? They must not run through walls, doors, ceiling, or prevent a trip hazard running across aisles. Extension cords are for temporary use only.
- Yes No N/A 20. Are portable electric heaters being used? If so, use a fused power strip if necessary, and locate the heater away from combustible materials.
- Yes No N/A 21. Is the paper cutter guard in place?