

Appendix A: Office Inspection Checklist

Redwoods Community College District

Office Inspection Checklist

Responsible Person: _____

Date: __/__/__

Department: _____

Fall Semester _____

Building/Room: _____

Spring Semester _____

*As a condition of the campus Injury and Illness Prevention Program (IIPP), specific departments are required to conduct periodic **self-inspections** of all trade and educational workshops and laboratories, where power equipment and/or hazardous materials are used. This checklist or any other form of documentation can be used to fulfill the requirement. Risk Management recommends that departments conduct semi-annual self inspections.*

Check whether this Room is in compliance With each item listed.

<input type="checkbox"/>	YES	This is a requirement for this room and is in compliance
<input type="checkbox"/>	NO	This is a requirement for this room, but is NOT in compliance during this self-audit.
<input type="checkbox"/>	N/A	This is not applicable in this room OR this is not applicable at time of inspection.

In Compliance?
YES NO N/A

Notes/ Date Corrected

A. REQUIRED RECORDKEEPING

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. All safety records are maintained in a centralized file for easy access? Are they current?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. All employees have attended the Injury & Illness Prevention Program training?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Does the department have a completed Emergency Action Plan	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Are chemical products used in the office being purchased in small quantities? Are MSDS needed?	

B. General Safety

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Exits, fire alarms, and pullboxes are clearly marked and unobstructed	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Aisles and hallways are unobstructed to allow unimpeded evacuation	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. At least one fire extinguisher is clearly identified, unobstructed, charged, and currently inspected and tagged	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Ergonomics issues are being addressed for employees using computers or at risk of repetitive motion injuries	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. A fully stocked first-aid kit is available and its location is known by all employees	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Cabinets, shelves, and furniture over 5ft tall are secured to prevent toppling over during an earthquake	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Books and heavy items are stored on low shelves and secured to prevent them from falling on people during earthquakes	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. The office is kept clean of trash	

C. Electrical Safety

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Are plugs and cords in good condition? No exposed conductors or broken insulation?	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Circuit breaker panels are accessible and labeled	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Are surge protectors used? If so, they must be equipped with an automatic circuit breaker, have cords no longer than 6ft in length, and be lugged directly into a wall outlet	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. Is lighting adequate throughout the work environment?	

Comments:

Signature of Person Performing Self- Inspection

Phone Number

Date