T SHOPS INSPECTION CHECKLIS

LOCATION:			DATE:			
MANAGER:			DEPARTMEN	DEPARTMENT:		
			JOB TITLE:	JOB TITLE:		
ADMINIST	TRATION	AND TRAII	VING 🛂			
earthquake, lifting YES	g, emergency e NO	evacuation, etc.?) N/A	aining? (New Employee Saf s and where they are locat		ire,	
· -		N/A	_			
A3. Have all empl	oyees been ins	structed in how the	y are towoprkplace?			
			YES	NO	N/A	
			A5. Are all employ needed?	ees current or	n any specialized	traini
			YES	NO	N/A	
			A6. Have all emplo	ovees attende	d Iniury & Illness	Preve
			YES	NO	N/A	
			A7. Are the safety		•	
			access and are ke	pt current? ng	dodadu88. 1 (LEQ)	(s)4.7

A9. Do all employees have acces

A10. Are the Cal/OSHA information poster, Worker's Compensation Information, and Annual Injury and Illness summaries posted (Feb-Apr)? The date on annual postings should be of the current year.

YES

	chen hood clea ted schedule.	aning certifica	ition sticker is in place and last	testing date is within the	e parameters of
tric pos	YES	NO	N/A		
ELE	CTRICAL	SAFETY			
		s, and recepta	acles in good condition (no exp	osed conductors, broke	n insulation, or
non-OE	M repairs?) YES	NO	N/A		
	dentifying the f	function of ea		sible, within 30 inches of	clearance and
	YES	NO	N/A		
E3. Are some a	•	trips being us	sed in lieu of receptacle adapte	rs? Are additional outlet	s needed in
30mc a	YES	NO	N/A		
		J	correctly? They must not run t Extension cords are for tempora N/A	J	ling, or prevent
E5. Are	ground fault c	ircuit Interrup	oters installed or available for u	use in wet locations? On	e GFI receptacle
per circ	uit. YES	NO	N/A		
E6. Is pe	ermanent build	ding wiring ins	stalled away from unauthorize	d contact (in conduit, rad	ceways, or
wans.)	YES	NO	N/A		
WAL	K-IN REF	RIGERA	TORS AND FREEZE	ERS	
W1. Car	n door be oper	ned from the i	inside?		
	YES	NO	N/A		
W2. If d	oor can be loc	ked, can it be	opened from the inside?		
				YES	NO

	W5. Do	both inside an YES	d outside light NO	switches activate and deactivate the lights? N/A
	W6. Is th	ne floor mainta YES	ained so that th NO	here is no slip hazard (spills cleaned up or buildup of ice removed). N/A
	KITÇ	HEN AR	EA 4.7 (s)-5.3	(s)H-1 8()11 (S)-9.8 (p)-2.3 (rd (r)-9 (l3 (d)11 (r)-9.1 (l3 (d)11 (r)- h0.8l)-1 (a)
	K1. Are f	floors clean an YES	nd dry, or cover NO	red with appropriate non-skid matting? N/A
	K2. Are I	knives stored ¡ YES	oroperly? Shar NO	rpened or replaced regularly? N/A
T4	(K.3)O N7Nexs	bd'plipspincel(E	&)-65522(N11) 355	ዊ ፲፻፴ KB) 102TW345 .9 0Td [Kቼὰ[(፯፲፮/(ር2<u>ላ</u>] 01 .2 s7 (e)1.74 Tw [Y)-18.2 (ES)-128391

5 0

cylinders when not in use.				

M4. Helium, CO2, and nitrogen tanks are secured to an anchored fixture. Caps are secured on the

G11. Are non-skid mats positioned in appropr	ate areas where periods	of long-standing work is
performed?		

YES

NO

N/A

HAZARDOUS MATERIALS/PERSONAL PROTECTION



H1. Are	chemicals stor	red to prevent	spills?
	YES	NO .	N/A
H2. Are to CSUL	_	andled safely t	o reduce employee exposure? (Report uses of regulated carcinogens
	YES	NO	N/A
H3. Are	chemicals sep YES	arated and sto NO	red by hazard class (acids, bases, oxidizers, flammables, etc.)? N/A
	chemical wast d to the contai		gregated and stored with legible CSULB hazardous waste labels
	YES	NO	N/A
H5. Are systems		wastes dispose	ed of properly and not poured into the sanitary sewer or storm sewer
•	YES	NO	N/A
	-		rials being used and the hazard warranting protection available to ning, chemical use, etc.)? N/A
	•		ose employees subject to falling objects, slippery floors, and other stant shoes are required in all foodservice locations. N/A
H8. Are grease,	•	er suitable pro	tective clothing available for employees subject to chemicals, oil,
J .	YES	NO	N/A
	lockout locks a sources?	and tags availa	ble for employees who work on equipment served by hazardous
	YES	NO	N/A

OFFICE SAFETY TAT



O1. Are the safety records (inspections, training documents, etc.) maintained in a centralized file for easy access and current?

YES

NO

N/A

O2. Are		ed with a mini	mum 36-inch pathway and building exit corridors completely		
	YES	NO	N/A		
O3. Are cabinets, shelves, and furniture over five feet tall secured to prevent toppling during earthquakes?					
	YES	NO	N/A		
	O4. 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		
O5. Is 1	the office kept (YES	clean of trash a NO	and organized? Are recyclable materials promptly removed? N/A		
		•	s, and receptacles in good condition? No exposed conductors or has pulled away from the plug itself. N/A		
07. ls l		•	the work environment?		
	YES	NO	N/A		
	e portable elect ersity facilities.	ric heaters bei	ng used? CSU Executive Order 987 bans the use of resistance heaters		
	YES	NO	N/A		
O9. Is a	a fully stocked f YES	irst-aid kit avai NO	lable? Is the location known to all employees in the area? N/A		
O10.			ddressed for employees using computers?		
	YES	NO	N/A		

REPORT OF CORRECTIVE ACTION

in the table below, provide a detailed description of each item identified