

LAMAR STATE COLLEGE-PORT ARTHUR
ANNUAL DEPARTMENTAL SAFETY CHECKLIST

AGENCY Lamar State College-Port Arthur DEPARTMENT _____

SURVEY COMPLETED BY: _____ DATE: _____

		<u>SATISFACTORY</u>		
		<u>YES</u>	<u>NO</u>	<u>N/A</u>
1.	Is the general housekeeping satisfactory?	_____	_____	_____
2.	Are the aisles and hallways clear of boxes, cartons and other obstructions?	_____	_____	_____
3.	Are file cabinet drawers closed when not in use?	_____	_____	_____
4.	Are employees cautioned to open only one drawer of a multi drawer filing cabinet one at a time?	_____	_____	_____
5.	Are shelves and filing cabinets, which may tip over, secured?	_____	_____	_____
6.	Is there a safety step stool or step ladder available to reach high shelves?	_____	_____	_____
7.	Are plastic chair mats turned when edges curl more than 1/4" from the floor?	_____	_____	_____
8.	Are floor surfaces, carpets, stairways, etc., free from defects?	_____	_____	_____
9.	Are aisles or walkways clear of electrical/phone cords?	_____	_____	_____
10.	Are water or liquid spills on the floor promptly mopped up?	_____	_____	_____
11.	Are floors too slick due to buffing or wax application?	_____	_____	_____
12.	Are warning signs posted when floors are being wet mopped or waxed?	_____	_____	_____
13.	In your area is there evidence of roof leaks (ceiling panels, walls, floors. etc.)?	_____	_____	_____
14.	In your area are there ceiling panels loose, deteriorated, missing, or in danger of falling?	_____	_____	_____

ANNUAL DEPARTMENTAL SAFETY CHECKLIST (continued)

		<u>SATISFACTORY</u>		
		<u>YES</u>	<u>NO</u>	<u>N/A</u>
15.	Do mechanical ventilation and air conditioning systems provide an adequate flow of air (poor air movement, stale odors, etc.)?	___	___	___
16.	Are portable fans guarded with a fine mesh screen with openings no more than 1/2" in diameter?	___	___	___
17.	Is the illumination level adequate for the work activity being performed?	___	___	___
18.	Is there a first aid kit available and properly stocked?	___	___	___
19.	Is personal protective equipment available, serviceable, used when needed, and/or properly stored (if applicable)?	___	___	___
20.	Are there readily accessible fire extinguishers?	___	___	___
21.	Do fire extinguishers have current tags?	___	___	___
22.	Are employees properly instructed by supervisor on safe use of machinery, flammable, cleaning solutions, etc. (if applicable)?	___	___	___

LABS

1.	Are students instructed on safe use of lab equipment, protective equipment (eye wash stations) etc.?	___	___	___
2.	Are eye wash stations or other emergency equipment in good working order?	___	___	___

ELECTRICAL

1.	Are there lightweight electrical extension cords being run long distances?	___	___	___
2.	Are electrical wall plugs and switch covers in place?	___	___	___
3.	Is there exposed wiring, or are there broken plugs, missing prongs on electrical wiring or equipment?	___	___	___
4.	Have problems occurred from electrical overloads (breakers tripping, arcing, etc.)?	___	___	___

ANNUAL DEPARTMENTAL SAFETY CHECKLIST (concluded)

SATISFACTORY
YES NO N/A

5. Are portable electrical heaters unplugged when not in use or unattended; are they UL approved and is wiring and heater in good condition?

FIRE/EGRESS

1. Are emergency phone numbers and evacuation plans current and posted?

2. Is there an alarm system to warn employees in case of fire/emergency evacuation?

3. Are emergency egress routes and exits properly marked and identified?

4. Are there obstructions in egress routes or exits?

5. Are fire extinguishers easily accessible?

6. Do employees know how to use portable fire extinguishers?

COMMENTS: