**HAZARD IDENTIFICATION CHECKLIST**

**Manual Material Handling**

Surveyor Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Survey Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_

Work Unit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If “No” is selected, please correct the hazard and note the date.

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | **No** | **n/a** | **Date Corrected** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***ADMINISTRATIVE*** | | | | | |
|  | Is current signage present and accurate? Post if missing.   * UCI or UCIMC Emergency Procedures Flipchart (all blue or multi-colored) * UC Irvine Injuries & Medical Treatment (08/2009) * CAL/OSHA poster “Safety and Health Protection on the Job” |  |  |  |  |
|  | Is there a work unit emergency call list available? |  |  |  |  |
|  | Does staff know how to report an incident/injury/safety concern? |  |  |  |  |
|  | Has staff reviewed the content of the UCI Emergency Procedures Flipchart? |  |  |  |  |
| ***PHYSICAL ENVIRONMENT*** | | | | | |
|  | Are tippable items >42” high seismically secured? |  |  |  |  |
|  | Are heavy/hard items secured / limited in height? |  |  |  |  |
|  | Are cabinet doors secured? |  |  |  |  |
|  | Are storage shelves provided with lips or are cords taut? |  |  |  |  |
|  | Is storage kept at least 18” below sprinkler heads and ceiling throughout room or area? |  |  |  |  |
|  | Are aisles and hallways clear and unobstructed (44” main aisles) and kept clean and dry? |  |  |  |  |
|  | Is good housekeeping practiced (spills cleaned up, no paper clutter on work surfaces, clean walls & floors or equipment and in good working condition)? |  |  |  |  |
|  | Are walking surfaces in good condition and without any trip hazards? |  |  |  |  |
|  | Do desk chairs have a 5 point base? |  |  |  |  |
|  | Are stair treads firm, level and clean; not excessively worn or slippery? |  |  |  |  |
|  | Are ceiling tiles/panels in reasonable condition (not substantially damaged, moldy, or missing)? |  |  |  |  |
|  | Are handrails firm and accessible on both sides? |  |  |  |  |
|  | Are desk, cabinet and file drawers closed when not in use? |  |  |  |  |
|  | Are file cabinets filled from bottom to top? |  |  |  |  |
|  | Are workstations properly adjusted for computer users? |  |  |  |  |
|  | Have CUE employees completed the Ergonomics: Office and Computer Training and Self-Assessment of their workstation within the first 90 days of employment? |  |  |  |  |
|  | Are paper cutters guarded? |  |  |  |  |

**HAZARD IDENTIFICATION CHECKLIST**

**Manual Material Handling**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Are portable fans guarded? |  |  |  |  |
|  | Is the elevator functioning properly (i.e. within ½” of landing)? |  |  |  |  |
|  | Is the handicap door assist button operating properly? |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** | **Date Fixed** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Are all work areas adequately illuminated? |  |  |  |  |
|  | Are tools/equipment (i.e. step stools or ladders) available to assist with reaching items above shoulder height? |  |  |  |  |
| ***FIRE / LIFE SAFETY*** | | | | | |
|  | Does staff know evacuation assembly location? |  |  |  |  |
|  | Does staff know how to respond to emergencies? |  |  |  |  |
|  | Does staff know where 1st aid supplies are located? |  |  |  |  |
|  | Are exit corridors and doors free from obstruction (potentially created by improper storage or arrangement of furniture)? |  |  |  |  |
|  | Do fire doors and doors to hazardous areas self-close and latch properly? |  |  |  |  |
|  | Are evacuation plan posted near elevators or stairs? |  |  |  |  |
|  | Are exits properly marked and unobstructed (not locked)? |  |  |  |  |
|  | Are fire extinguishers provided and are physically and visually accessible, fully charged, pin and security seal in place, and up-to-date maintenance tag? |  |  |  |  |
|  | Are trash receptacles and paper located away heat sources? |  |  |  |  |
|  | Do portable space heaters have protected heating elements? |  |  |  |  |
|  | Are fire alarm bells/horns/strobes free from obstructions that would hamper the operation or reduce the sound? |  |  |  |  |
|  | Are there strobe lights in conference rooms and are they in good condition? |  |  |  |  |
|  | Are refrigerators in good condition and not leaking? |  |  |  |  |
|  | Are counter top appliances in working order? |  |  |  |  |
| ***ELECTRICAL / MECHANICAL*** | | | | | |
|  | Are electrical cords and plugs in good repair, not cracked, broken, or frayed? |  |  |  |  |
|  | Does staff follow procedures in manufacturers’ maintenance and operations manuals? |  |  |  |  |
|  | Are wall outlets & switches in good repair (not broken, covers in place, etc.)? |  |  |  |  |
|  | Is the area free of multi-plug outlet adapters? |  |  |  |  |
|  | Does office avoid “daisy-chaining” power strips? |  |  |  |  |
|  | Are extension cords being used only on a temporary or emergency basis? |  |  |  |  |
|  | Are there fixed or portable Ground Fault Circuit Interrupter (GFCI) devices used in areas that are frequently wet (within 6 feet of a water source)? |  |  |  |  |

**HAZARD IDENTIFICATION CHECKLIST**

**Manual Material Handling**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Are office machines and equipment guarded and grounded (grounding pin intact and 3-pin to 2-pin adaptors not in use)? |  |  |  |  |
|  | Do all electrical panels have a 3-foot clearance? |  |  |  |  |
|  | Are unneeded electrical items disposed of through Peter’s Exchange? |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***MANUAL MATERIALS HANDLING*** | | | | | |
|  | When staff lifts, carries, pushes or pulls do they consider:   * Warming up at the start of each shift and taking regular stretch breaks? * Bending the knees? * Bringing load close to body? * Maintaining natural curves of the spine? * Lift straight up in smooth motion? * Pivot feet to change direction; avoid twisting? |  |  |  |  |
|  | Does staff practice a neutral posture when lifting? (Relaxed shoulders, elbows close to body, aligned ears, shoulder and hip, straightened forearms and wrists, and dominant foot forward) |  |  |  |  |
|  | Are manual lifting and carrying devices (dollies, hand trucks, pry bars and hooks) available and in good condition? |  |  |  |  |
|  | Does staff push (instead of pull) lifting and carrying devices to have better control of the device and a view of path? |  |  |  |  |
|  | Are heavy materials which must be lifted manually stored off the ground, no lower than knee height? |  |  |  |  |
|  | Are heavy materials stored where there is enough space to lift them safely, without reaching or twisting? |  |  |  |  |
|  | Is staff using the correct grip and testing the load before lifting? |  |  |  |  |
|  | Other? |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Yes** | **No** | **n/a** | **Date Fixed** |

Signature of Surveyor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_