

School of the Arts Hazard Assessment Checklist

General Safety Inspection Checklist

Location: _____ Area: _____

Inspected by: _____ Date: _____

Quarterly inspections are recommended. Annual inspections are required. Document the inspections using this checklist. Mark potential hazards according to your judgment. Check all items that apply, and make comments when warranted. Place an "X" in the appropriate box to indicate the item is compliant/safe (Yes), non-compliant/hazardous (No), does not apply to the area (NA).

Fire Prevention, Emergency Exits, Emergency Response		Yes	No	N/A	Corrective Action/Date Completed
1	Emergency phone numbers (including EH&S injury hotline) are posted near a phone.				
2	Fire doors are unlocked and kept closed at all times.				
3	Emergency exit doors are visible and free of obstructions on both sides of the doors.				
4	Exits are properly marked and illuminated.				
5	Fire extinguishers are mounted, accessible, fully-charged and serviced within the last 12-months.				
6	Fire extinguishers, alarm pulls, sprinkler risers, and sprinklers heads are free of obstructions.				
7	Intercom or emergency communication equipment is operational.				
8	Occupancy limits are posted near the main exit of large rooms and assembly areas.				
9	Evacuation maps are posted where required.				
10	First aid kits are fully supplied and sanitary.				
11	Flammable and combustible materials are stored away from ignition sources.				
12	Space heaters are absent.				
Storage, and Hanging Objects		Yes	No	N/A	Corrective Action/Date Completed
13	Storage shelves are not overloaded.				
14	Bookcases, storage cabinets, and file cabinets are secured from tipping.				
15	File drawers are closed when not in use.				
16	Materials are stored to minimize unnecessary climbing, reaching, and bending.				
17	No storage is within 18" of sprinkler heads (24" from ceiling when no sprinklers).				

School of the Arts Hazard Assessment Checklist – General Safety Inspection Checklist (continued)

Electrical Hazards		Yes	No	N/A	Corrective Action/Date Completed
18	Cords and plugs are in good condition; no exposed internal wires or taped wires.				
19	Extension cords are only used temporarily.				
20	No multi-extension cord or extension cord to surge device usage.				
21	Outlets and switches cover plates are present.				
22	Breakers and fuse switches are identified.				
23	Electrical panels are free of obstructions have a clearance of 30" to each side and a clearance of 36" in front.				
Walking Surfaces, Stairways, Ramps and Corridors		Yes	No	N/A	Corrective Action/Date Completed
24	Building entrances, aisles, and work areas are free of trip and fall hazards.				
25	Entrance mats are in place, and extended mats are used during wet weather.				
26	No tripping hazards present; walkways are clear of all materials, cords, wires, paper, and equipment.				
27	Carpets and rugs are secure and in good condition.				
28	Floors are clean, dry, and free slippery materials.				
29	Stairways, ramps, and corridors are illuminated.				
30	Stairways, ramps, and corridors are clear and free of stored materials.				
31	Stair treads are in good condition.				
32	Ramps have non-slip surfaces.				
33	Handrails and guardrails are present where required and are in good condition.				
General Safety and Housekeeping		Yes	No	N/A	Corrective Action/Date Completed
34	Work tables, desks, and chairs are in good condition.				
35	Step stools and ladders are available to facilitate reaching items stored overhead.				
36	Sharp and pointed tools are shielded to prevention accidental contact.				
37	Good housekeeping practices are in place.				
38	Restrooms are clean, and the fixtures are secure.				

School of the Arts Hazard Assessment Checklist – General Safety Inspection Checklist (continued)

General Safety and Housekeeping		Yes	No	N/A	Corrective Action/Date Completed
39	Safety data sheets are accessible.				
40	Primary and secondary chemical containers are labeled to identify the contents and specific hazard.				
Other		Yes	No	N/A	Corrective Action/Date Completed
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