

# School of the Arts Hazard Assessment Checklist

## Storage Areas 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).*

Access to Exits and Emergency Response Equipment		Yes	No	N/A	Corrective Action/Date Completed
1	Exit doors are visible and free of obstructions on both sides of the doors.				
2	Exits are visible and unobstructed by stored items.				
3	Fire extinguishers are accessible.				
4	Fire extinguishers, alarm pulls, sprinkler risers, and sprinklers heads are free of obstructions.				
5	Eyewash/shower stations are accessible and free of obstructions.				
6	Electrical panels are free of obstructions have a clearance of 30" to each side and a clearance of 36" in front.				
7	First aid kits are accessible and free of obstructions.				
Hazardous Materials		Yes	No	N/A	Corrective Action/Date Completed
8	Flammable and combustible materials are stored in NFPA-approved containers/ cabinets.				
9	Spill response kits are available in hazardous and industrial material storage areas.				
10	No noticeable leaks or spills are present.				
11	Flammable and combustible materials are stored away from ignition sources.				
12	Hazardous and industrial waste is properly labeled and routinely disposed of.				
Storage Areas		Yes	No	N/A	Corrective Action/Date Completed
13	Storage shelves are not overloaded.				
14	Storage shelving units and cabinets are secured from tipping.				
15	File drawers are closed when not in use.				

**School of the Arts Hazard Assessment Checklist - Storage Areas Safety Inspection Checklist (continued)**

Storage Areas		Yes	No	N/A	Corrective Action/Date Completed
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).				
18	Cabinet doors are closed and latched.				
19	Heavy, awkward, and/or frequently accessed items are stored on shelved located between knee and shoulder height.				
20	Nothing is suspended from the fire suppression system pipes.				
21	Nothing is stored in electrical and mechanical rooms.				
22	Items stored vertically, such as pipes, lumber, brooms, ladders, are secured to prevent unintended movement.				
23	Prop weapons are secured in locked cabinets.				
24	Excess or idle power cables, ropes, and hoses are coiled in neat stacks or hung on the walls.				
25	Guardrails and toeboards are in place in elevated storage areas.				
26	Clear aisles are provided throughout the storage area to reduce trip/fall incidents.				
27	Appropriate ladders and step stools are provided for accessing shelves above shoulder level.				
28	Palletized items are shrink-wrapped to prevent unintended movement.				
Other		Yes	No	N/A	Corrective Action/Date Completed
29					
30					
31					
32					
33					
34					
35					
36					