CSU East Bay
General Department Safety Checklist

Inspection Performed by: ___________________________ Phone: ___________ Area Supervisor: ___________________________
(Print Full Name) (Print Full Name)

Department: ______________ Building: ___________ Room(s) Inspected: ______________ Date: ___________

This checklist is meant to be a guide to identify potential hazards in your work area and have the hazards corrected. If you have questions, please contact the Department of Environmental Health & Safety (X5-4138).

OK       Action needed     N/A

☐   ☐   ☐   1. Aisles and passageways are kept cleared. There are no items or cords running across the walkway that can present a tripping hazard.

☐   ☐   ☐   2. Exit routes are kept clear. Furniture (tables, chairs, drop-off boxes, etc) are not placed in the hallway.

☐   ☐   ☐   3. Stored materials are secured or limited in height to prevent tipping, falling, or collapsing.

☐   ☐   ☐   4. Heavy items are not stored on top of shelves/cabinets.

☐   ☐   ☐   5. Electrical cords are not worn, frayed, abraded, or corroded.

☐   ☐   ☐   6. Extension cords and surge protectors are not daisy chained (connected/linked together to provide additional length or ports).

☐   ☐   ☐   7. Wires, computer cords and cables underneath desk and around workspace are not a tripping hazard.

☐   ☐   ☐   8. Any portable fire extinguishers located in your office/department are inspected monthly.

☐   ☐   ☐   9. Fire extinguishers and emergency equipment are not blocked.

☐   ☐   ☐   10. There is sufficient lighting in the stairwell and walking aisles.

☐   ☐   ☐   11. Other hazards?

________________________________________________________________________________________________________
________________________________________________________________________________________________________
________________________________________________________________________________________________________

For each item above that needs action, indicate below (or on an attached page) the exact location of the problem. Retain a copy of the completed checklist to follow up on any deficiencies observed.

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Return the completed form to the Department of Environmental Health and Safety (SA 1600)

5/4/18