

## Basic List for Safety Inspections

1. **Cords:** frayed, exposed wires, running along the floor or other trip hazards?
2. **Electrical panels:** blocked, must have 3 feet clearance.
3. **Safety latches:** engaged and working properly?
4. **Portable heaters/coffee pots:** automatic shut-off?
5. **Signs/posters:** nothing should be posted in the windows of exit or entrance doors
6. **Exit signs:** blocked or difficult to access, properly displayed above doors
7. **Doors blocked:** 3 feet in any direction from the door by objects or furniture preventing emergency exit?
8. **Fire extinguishers:** monthly inspection, yearly charged and signs noting them?
9. **Industrial/shop areas:** shields on saws when not in use, protective eyeglasses, etc.?
10. **Chemicals:** containers properly marked as per content and health hazard, proper storage?
11. **MSDS pamphlets** available for view, especially in high chemical areas like the Science areas?
12. **First Aid/Blood Spill Kits/Eye Flush Stations:** stocked, labeled & visible?
13. **Earthquake hazards:** heavy items stored above your head, shelves not attached to wall, signs not properly hung, etc.?
14. **File drawers:** too heavy, could they flip with drawers open?
15. **Other notable items which could create a safety hazard such as;** broken or missing outlet covers, burned out light bulbs, broken chair, etc.