

LOCATION: \_\_\_\_\_

DATE: \_\_\_\_\_

MANAGER: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

AUDIT PERFORMED BY: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

## ADMINISTRATION AND TRAINING

A1. Have all employees received General Safety Training? (New Employee Safety Training, fire, earthquake, lifting, emergency evacuation, etc.?)

YES                      NO                      N/A

A2. Are all employees familiar with the use of SDS's and where they are located?

Provide Location: \_\_\_\_\_

YES                      NO                      N/A

A3. Have all employees been instructed in how they are to work?

YES                      NO                      N/A

A5. Are all employees current on any specialized training needed?

YES                      NO                      N/A

A6. Have all employees attended Injury & Illness Prevention training?

YES                      NO                      N/A

A7. Are the safety records (inspections, training documents, etc.) accessible to all employees and are kept current? 88. 1 (s)4.7

A9. Do all employees have access to safety records?

A10. Are the Cal/OSHA information poster, Worker's Compensation Information, and Annual Injury and Illness summaries posted (Feb-Apr)? The date on annual postings should be of the current year.

YES



F12. Kitchen hood cleaning certification sticker is in place and last testing date is within the parameters of the posted schedule.

YES NO N/A

## ELECTRICAL SAFETY

E1. Are all plugs, cords, and receptacles in good condition (no exposed conductors, broken insulation, or non-OEM repairs?)

YES NO N/A

E2. Are all circuit breakers and power disconnecting panels accessible, within 30 inches of clearance and labels identifying the function of each switch?

YES NO N/A

E3. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?

YES NO N/A

E4. Are extension cords being used correctly? They must not run through walls, doors, ceiling, or prevent a trip hazard running across aisles. *Extension cords are for temporary use only.*

YES NO N/A

E5. Are ground fault circuit Interrupters installed or available for use in wet locations? One GFI receptacle per circuit.

YES NO N/A

E6. Is permanent building wiring installed away from unauthorized contact (in conduit, raceways, or walls?)

YES NO N/A

## WALK-IN REFRIGERATORS AND FREEZERS

W1. Can door be opened from the inside?

YES NO N/A

W2. If door can be locked, can it be opened from the inside?

YES NO

W5. Do both inside and outside light switches activate and deactivate the lights?

YES NO N/A

W6. Is the floor maintained so that there is no slip hazard (spills cleaned up or buildup of ice removed).

YES NO N/A

## KITCHEN AREA

K1. Are floors clean and dry, or covered with appropriate non-skid matting?

YES NO N/A

K2. Are knives stored properly? Sharpened or replaced regularly?

YES NO N/A

5 0 T4 (C) 30 Mesd'cup (ES)-6 5 22 (N/A) 5 9 T (C) 12 Tw 3 2 0 7 (C) 1 2 3 (C) 1 2 7 (e) 1.74 Tw (Y)-18.2 (ES)-128391

M4. Helium, CO<sub>2</sub>, and nitrogen tanks are secured to an anchored fixture. Caps are secured on the cylinders when not in use.

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G11. Are non-skid mats positioned in appropriate areas where periods of long-standing work is performed?

YES NO N/A

## HAZARDOUS MATERIALS/PERSONAL PROTECTION



H1. Are chemicals stored to prevent spills?

YES NO N/A

H2. Are carcinogens handled safely to reduce employee exposure? (Report uses of regulated carcinogens to CSULB EHS.)

YES NO N/A

H3. Are chemicals separated and stored by hazard class (acids, bases, oxidizers, flammables, etc.)?

YES NO N/A

H4. Are chemical wastes properly segregated and stored with legible CSULB hazardous waste labels attached to the containers?

YES NO N/A

H5. Are all hazardous wastes disposed of properly and not poured into the sanitary sewer or storm sewer systems?

YES NO N/A

H6. Are gloves suitable for the materials being used and the hazard warranting protection available to employees (soaking tanks, dish washing, chemical use, etc.)?

YES NO N/A

H7. Are safety shoes available for those employees subject to falling objects, slippery floors, and other foot impact hazards? *Oil and Slip resistant shoes are required in all foodservice locations.*

YES NO N/A

H8. Are aprons or other suitable protective clothing available for employees subject to chemicals, oil, grease, etc.?

YES NO N/A

H9. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

YES NO N/A

## OFFICE SAFETY



O1. Are the safety records (inspections, training documents, etc.) maintained in a centralized file for easy access and current?

YES NO N/A

O2. Are all aisles cleared with a minimum 36-inch pathway and building exit corridors completely cleared?

YES NO N/A

O3. Are cabinets, shelves, and furniture over five feet tall secured to prevent toppling during earthquakes?

YES NO N/A

O4. Are books and heavy items and equipment stored on low shelves and secured to prevent them from falling on people during earthquakes?

YES NO N/A

O5. Is the office kept clean of trash and organized? Are recyclable materials promptly removed?

YES NO N/A

O6. Are plugs, cords, electrical panels, and receptacles in good condition? No exposed conductors or broken insulation or insulation that has pulled away from the plug itself.

YES NO N/A

O7. Is lighting adequate throughout the work environment?

YES NO N/A

O8. Are portable electric heaters being used? CSU Executive Order 987 bans the use of resistance heaters in university facilities.

YES NO N/A

O9. Is a fully stocked first-aid kit available? Is the location known to all employees in the area?

YES NO N/A

O10. Are ergonomic issues being addressed for employees using computers?

YES NO N/A

# REPORT OF CORRECTIVE ACTION

in the table below, provide a detailed description of each item identified