



LOCATION: _____ DATE: _____

ADMINISTRATION AND TRAINING

A1. Are the safety records (inspections, training documents, etc.) maintained in a centralized file for easy access and current?

YES NO N/A

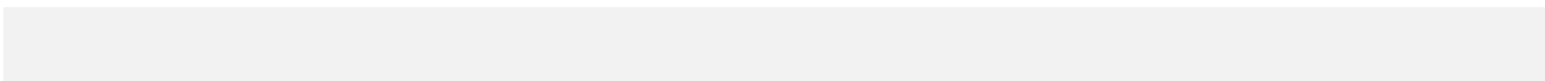
A2. Have all employees received General Safety Training? (New Employee Safety Training, fire, earthquake, lifting, emergency evacuation, etc.?)

YES NO N/A

A3. Have all employees attended the Injury & Illness Prevention Program training?

YES NO N/A

A4.



G3. Is a clearly identified, unobstructed, charged, currently inspected, and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas?

YES NO N/A

G4. Are ergonomic issues being addressed for employees using computers?

YES NO N/A

G5. Is a fully stocked first-aid kit available? Is the location known to all employees in the area? Are only required items in the first aid kits?

YES NO N/A

G6. Are cabinets, shelves, and furniture over five feet tall secured to prevent toppling during earthquakes?

YES NO N/A

G7. 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

G8. Is the office kept clean and organized of trash and recyclable materials promptly removed?

YES NO N/A

G9. Are plugs, cords, electrical panels, and receptacles in good condition? No exposed conductors or broken insulation?

YES NO N/A

ELECTRICAL SAFETY



E1. Are circuit breaker panels accessible and labeled?

YES NO N/A

E2. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?

YES NO N/A

E3. Is lighting adequate throughout the work environment?

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. (Note: Extension cords are for temporary use only.)

YES NO N/A

E5. Are portable electric heaters being used? Is the user department aware of Executive Order 987 banning the use of resistance heaters in university facilities?

YES NO N/A

REPORT OF CORRECTIVE ACTION

Form Instructions: in the table below, provide a detailed description of each item identified during the audit as needing attention and/or correction. Any violations or corrections from previous audits that were not previously reported as closed must be listed at the top of the page and marked in the "Open Item" column.