

# APPENDIX 6



## Facility Safety Assessment

### HAZARD IDENTIFICATION AND CORRECTIVE ACTION PLAN

LOCATION:	DATE:	INSPECTED BY:			
Description	Comments	Yes	No	N/A	Action Taken
<b>WORKSITE INFORMATION</b>					
1. Cal-OSHA required postings displayed?					
2. Hazardous Communications and MSDS (medical safety data sheets) available?					
3. Training/Meeting Records available?					
4. Emergency information telephone #'s posted?					
5. First Aid equipment properly stocked and assessable?					
<b>HOUSEKEEPING</b>					
6. Aisles, hallways, storage rooms and closets kept in a clean and orderly manner?					
7. Floors clean, dry and free of hazard?					
8. Carpets and rugs secure and in good repair?					
9. Outside walkway and parking areas in good repair?					
10. Are electrical or telephone wires creating a tripping hazard?					
<b>STAIRWAYS, STORAGE AREAS</b>					
11. Is there adequate lighting?					
12. Are stairways clear, uncluttered and in good repair?					
13. Is emergency lighting in place and operational?					
14. Handrails/guardrails in place and operational?					
15. Hazardous containers properly stored and labeled? (old batteries, paint, etc.)					
16. Cabinets, shelves and racks secured against tipping? (those over 6 ft. tall)					
<b>EQUIPMENT, MACHINES, TOOLS</b>					
17. Equipment/machines secured and guards in place? (paper/box cutters, etc.)					
18. Equipment maintained in good mechanical condition?					
19. Fans guarded and secured from falling or tipping?					
20. Step stools and ladders safely used when needed?					
21. Protective equipment provided to employees when necessary?					
22. Are all supplies and materials safely stacked?					

# APPENDIX 6

## Facility Safety Assessment (continued)

### HAZARD IDENTIFICATION AND CORRECTIVE ACTION PLAN

LOCATION:	DATE:	INSPECTED BY:			
Description	Comments	Yes	No	N/A	Action Taken
<b>OFFICE SAFETY AND COMPUTERS</b>					
23. Are desk/file drawers closed when not in use?					
24. Sharp objects properly stored and protected? (scissors, letter openers, etc.)					
25. Are tripping hazards eliminated? (carpet, loose tiles, obstructions, etc.)					
26. Staff: Computer screens free from glare? (lighting adjustments made?)					
27. Staff: When seated are feet positioned flat on the floor?					
28. Staff: Chairs providing support to the back and arms?					
29. Staff: PC screens positioned directly in front of the employee?					
30. Staff: PC screens positioned at or slightly below eye level when seated?					
31. Staff: Keyboard positioned so key stroking can be performed in a neutral position?					
32. Staff: Mouse or trackball positioned at approximately same height as keyboard?					
<b>ELECTRICAL HAZARDS</b>					
33. Machines and equipment grounded?					
34. Extension cords in use meet County criteria?					
35. Circuits not overloaded?					
36. Outlets and plugs in good condition?					
37. Appliances have safety switches?					
38. Portable heaters and toaster ovens onsite? (must be removed from the building)					
<b>FIRE PREVENTION</b>					
39. Fire extinguishers properly located, marked and inspected?					
40. Emergency Action Plan posted?					
41. Fire escapes and exits clearly marked?					
42. Fire doors not blocked?					
43. Are sprinkler heads free from any obstructions? (must have 36" ceiling clearance)					
44. Excess combustibles and trash removed daily?					
<b>SANITATION</b>					
45. Drinking water available?					
46. Toilet and washroom facilities kept clean?					
47. Approved eating areas free from food scraps and trash?					
<b>PERSONAL PROTECTION</b>					
48. Employees aware of Site Security Plan?					
<b>CORRECTIVE ACTION NEEDED</b>					