

Palm Beach State College

Florida's First Public Community College



SAFETY SELF-INSPECTION PROGRAM

PALM BEACH STATE COLLEGE SAFETY SELF-INSPECTION PROGRAM

1. INTRODUCTION

An important element of any employee safety program is the conduct of inspections on a periodic basis in order to:

- Proactively identify health and safety issues before they can adversely impact Palm Beach State College employees
- Ensure compliance with health and safety regulations and the associated programs established by the College
- Promote continuous improvement of health and safety conditions at all College campuses.

By having employees conduct these inspections within their own work areas, the following benefits are realized:

- Employees become more familiar with health and safety requirements
- Employees take on greater “ownership” of safety
- Supervisors become more involved in ensuring the health and safety of their employees.

The Safety Self-Inspection Program has been established to realize these benefits. The self-inspection criteria are based on established compliance requirements contained in OSHA regulations, the Life Safety and Fire Codes and College safety programs, as well as best management practices.

2. RESPONSIBILITIES

The functional and academic departments are responsible for assigning personnel to conduct safety self-inspections at the frequency indicated on the checklist used and for undertaking corrective action for any deficiencies identified. The individual conducting the self-inspection should correct those deficiencies within his/her ability to correct and involve his/her supervisor and the Safety & Risk Management Department as necessary. Where relevant, deficiencies should be communicated to the Department Head to assist in corrective action.

The Safety & Risk Management Department is responsible for developing self-inspection checklists and advising on corrective action, as necessary.

3. SELF-INSPECTION CHECKLISTS

The Safety Self-Inspection Checklist for Science Laboratory/Classroom Area is shown in Attachment A.

The Safety Self-Inspection Checklist for Shop Area is shown in Attachment B.

The Safety Self-Inspection Checklist for Office/General Area is shown in Attachment C.

4. RECORDKEEPING

Completed self-inspection checklists will be forwarded by the individual conducting the inspection to their supervisor for corrective action, as necessary, and for retention for a period of three years.

ATTACHMENT C

PALM BEACH STATE COLLEGE Safety Self-Inspection Checklist Office / General Area

Department: _____ Building /Room: _____ Supervisor: _____
 Inspection Date: _____ Inspection Performed by: _____
 Contact Phone: _____

Check NA if not applicable to your area. Check OK for acceptable items. Check X for items needing repair and describe the situation in the Comments section.				
	OK	NA	X	Comments / Remarks
I. Housekeeping				
1. Floors and aisles are clean and free of debris, litter, obstructions and slip/tripping hazards that retard normal movement, restrict the function of work area or block fire exits.				
2. Ceiling tiles are in place and are not broken.				
3. Lighting is sufficient for the work being performed.				
4. Ventilation is suitable, and no unusual odors are present.				
5. Area is kept clean and orderly by occupants and or Facilities housekeeping.				
6. Miscellaneous / Other				
II. Office/General Area Safety				
1. Aisles, walkways and stairways are well lit, clear, dry and unobstructed.				
2. Floor openings/trenches are adequately guarded, and safety rails are adequate.				
3. Carpeting or floor tiles are not loose or broken and do not cause a tripping hazard.				
4. Wet floors have barricades or warning signs posted.				
5. Exit / fire doors are closed and / or are undamaged.				
6. Exits are clearly marked.				
7. Sprinkler heads are not obstructed; e.g., materials are not stored on top of filing cabinets and shelves to within 18" of sprinkler heads.				
8. Fire detection devices are unobstructed.				
9. Push-to-Test emergency lights are operable.				
10. Flammable / combustible materials are not present or are properly stored.				
11. Fire extinguishers have been inspected within the past month, and access to them is unobstructed.				
12. File Cabinets				
a. Drawers are closed when not in use.				
b. Only one drawer is open at a time.				
13. Miscellaneous / Other				

PALM BEACH STATE COLLEGE
Safety Self-Inspection Checklist (Continued)
Office / General Area

Department: _____ Building /Room: _____ Supervisor: _____
 Inspection Date: _____ Inspection Performed by: _____
 Contact Phone: _____

Check NA if not applicable to your area. Check OK for acceptable items. Check X for items needing repair and describe the situation in the Comments section.				
	OK	NA	X	Comments / Remarks
III. Electrical Equipment				
1. Outlets covered to prevent shock hazards				
2. Power strips undamaged/not overloaded (e.g., "daisy-chained")				
3. Floor outlets located to prevent trip hazards.				
4. Outlets in restrooms and near sinks have GFIs				
5. Access to electrical panel(s) not blocked (36" X 36")				
6. Electric panel door latched and unobstructed				
7. Appliances (microwave ovens, coffee pots, etc.) UL-approved				
8. Miscellaneous / Other				
IV. Electrical Cords				
1. Cords in good condition (no exposed inner wires, not deteriorated or frayed, no broken plugs)				
2. Cords do not present a trip hazard				
3. Cords running free with no carpets, boxes, etc. on top of them				
4. Cords not wrapped around or in contact with pipes or other hot or sharp metallic surfaces, not lying in standing water and not through doors or windows, etc.				
5. Cords do not run above ceiling or behind walls				
6. No temporary connection(s)/extension cord(s) utilized where a permanent connection should be used				
7. Cords not "daisy-chained"				
8. Miscellaneous / Other				
V. Storage				
1. Materials neatly stacked and in stable piles that will not fall over				
2. Heavy objects to be lifted by hand located on accessible shelves (i.e., between knee and chest height)				
3. Materials sorted to prevent unnecessary bending, stooping and reaching				
4. Proper step stools available (no wheels or don't roll when loaded)				
5. Flammable and combustible materials stored in safety cabinets or safety cans				
6. Sprinkler heads not obstructed; e.g., materials not stored on top of filing cabinets and shelves to within 18" of sprinkler heads.				
7. Miscellaneous / Other				
It is recommended that inspections be conducted monthly at a <i>minimum</i>.				
Forward completed form to supervisor for review to ensure awareness and corrective action and filing.				