

# MLML Injury and Illness Prevention Program

## General and Office Safety Self-Inspection Guidelines

Checklists should be customized for each specific work site and conditions. Use the space provided or more sheets if necessary.

Y = Satisfactory Situation	N = Needs Correction or Improvement	N/A = Not Applicable
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Y   N   N/A

### General Safety

- Are all employees and students familiar with the IIPP?
- Do all employees and students know the proper emergency evacuation plan? Are emergency procedures posted?
  - Exit route
  - Meeting place
  - Reporting process
- Are hallways and aisles kept clear for easy egress?
  - Hallways free from all furniture, etc.
  - Aisles at least 24" wide and clear
- Are exits clearly marked?
  - Properly operating exit light
  - Exit maps posted at key locations
- All exits kept unlocked during normal business operations?
- Are emergency phone numbers clearly posted?
- Are first aid kits readily available and properly stocked?

### Fire Protection

- Have employees and students been trained to use fire extinguishers?
- Are fire extinguishers full and inspected yearly?
- Is storage of flammable materials (paper, trash, cleaning solvents) in the work area minimized?
- Are candles, incense and similar burning materials prohibited?

### Furniture and equipment

- Are tall or free-standing cabinets and bookshelves secured against earthquakes?
- Are tops of cabinets and bookshelves clear of materials that could fall during an earthquake?
- Is there 18" clearance around each fire sprinkler head and smoke alarm?
- Is use of extension cords appropriate?
  - Adequate wire gauge
  - Routed safely- to avoid tripping, cord damage etc.
  - Not overloaded
  - Properly grounded (3-prong plugs)
- Are surge suppressors used appropriately?
  - Only for computers and electronic equipment
  - Not overloaded

- Are free-standing lamps NON-halogen?
- Are personal appliances turned off when not in use?
- Are personal appliances UL-approved?
- Are personal heaters equipped with a tip-over safety shutoff?
- Are personal heaters kept away from trash cans and other flammable materials?
- Are personal heaters unplugged when not in use?
- Have all employees and students been instructed in the proper use of office equipment?
  - Paper shredders
  - Paper cutters
  - Copiers
- Do all employees and students have their chairs adjusted properly?
  - Feet flat on the floor
  - Lumber support properly positioned
  - Arms able to hang at 90°
- Are computers properly placed?
  - Keyboards directly in front of person
  - Keyboard positioned to retain 90° arm angle
  - Wrists straight or angled slightly downward
  - Monitor at eye level
- Are desktops arranged for efficient use of equipment?
  - Reaching and stretching minimized
- Are employees properly trained in lifting heavy objects?
- Is housekeeping adequate?
- Are any special hazards identified?
  - Procedures
  - Training
- Is safety training and communication done on a regular basis?
- Are proper training, accident investigation, and hazard identification records maintained?

COMMENTS
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DATE OF INSPECTION: \_\_\_\_\_

AREA INSPECTED (BUILDING, ROOM #): \_\_\_\_\_

INSPECTED BY: PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_