

General Area Safety Checklist

Area Checked by:	Date:
Department:	Building/Room:

SEM has developed this checklist to assist UMaine personnel in conducting a general safety self-audit.

Training and Documentation	Yes	No	NA
Is the Emergency Action Plan (EAP) current and available?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all employees completed Basic Safety Training? (www2.umaine.edu/SEM)?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the supervisor (or designee) conducted Department Annual Safety Training? <ul style="list-style-type: none"> • Fire Prevention Plans and Emergency Action Plans. • Hazards of the Job Tasks and/or Work Area. • Chemical handling, storage, labeling, and Safety Data Sheets (SDS). • Use and Limitations of Personal Protective Equipment (PPE). 	<input type="checkbox"/>	<input type="checkbox"/>	
Has Specialized Safety Training been identified and conducted, where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	
Is training documented with records maintained within the work area?	<input type="checkbox"/>	<input type="checkbox"/>	
Are written standard operating procedures current and available for any equipment or operation that include associated hazards and required protective measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If fire extinguisher use is authorized, has training been completed within last 3 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housekeeping and Egress	Yes	No	NA
Is the area free from accumulation of rubbish or trash?	<input type="checkbox"/>	<input type="checkbox"/>	
Are aisles, pathways, and secondary corridors at least 28 inches wide?	<input type="checkbox"/>	<input type="checkbox"/>	
Are egress pathways, hallways and stairways kept clear of storage and trip hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Are fire extinguishers and electrical panels accessible?	<input type="checkbox"/>	<input type="checkbox"/>	
Are walking surfaces kept clean and maintained in a slip-resistant condition?	<input type="checkbox"/>	<input type="checkbox"/>	
Do sprinklers have at least 18 inches of unobstructed clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are combustible materials stored at least 36 inches from heaters?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are heating and air conditioning vents kept clear to allow proper airflow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are storage areas and handling practices designed to minimize the risk of back injuries?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are loads on shelves and cabinets within safe limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Hazards and Hazardous Communication (HAZCOM)	Yes	No	NA
Is eating/drinking prohibited in areas where hazardous chemicals are used or stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a current inventory of hazardous chemicals accessible within the work area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are current Safety Data Sheets (SDS) available to all workers within the work-area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all containers labeled to identify their contents and any applicable hazard warnings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all chemicals stored by compatibility (i.e., in separate trays or cabinets)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is proper ventilation used when working with volatile hazardous chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have potential routes of entry and exposure symptoms been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are employees trained in accordance with the written hazard communication program, available from Safety and Environmental Management (which requires the following)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • An explanation of what a Safety Data sheet (SDS) is and how to use and obtain one? • The SDS contents for each hazardous substance or class of substances? • An explanation of the chemical labeling system and how to use it? • The physical and health hazards of substances in the work area. • Specific protective measures required for hazardous materials used within the work area? • Methods and observations to detect the presence or release of hazardous chemicals? • Routes of entry and how to recognize signs of overexposure? • The use and limitations of work practice controls, engineering controls and personal protective equipment? • Who to contact and what to do in an emergency? 			
Personal Protective Equipment (PPE)	Yes	No	NA
Have hazard assessments been conducted for job tasks that require the use of PPE?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is reusable PPE maintained and stored in clean and serviceable condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have employees (that require the use of PPE) been trained on all the following?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • What PPE is necessary and where it may be obtained. • When PPE shall be used and where it will be stored. • How to put on, take off, adjust, and otherwise wear PPE. • Limitations and useful life of the PPE. • Proper care, maintenance, replacement, and disposal of PPE. 			
Electrical	Yes	No	NA
Do all portable electric heaters have a tip-over switch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are portable electric heaters UL listed for commercial use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there 3ft clear space between an electrical heater and any combustible material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical portable heaters plugged directly into an outlet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical appliances such as vacuum cleaners and vending machines grounded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is exposed wiring and cords with frayed or deteriorated insulation replaced promptly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are three-prong plugs intact with grounding terminals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are power cords, surge suppressor strips, electric tools, and other equipment UL rated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are power strips or extension cords used one at a time and not daisy-chained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is electrical equipment in wet locations connected to a ground fault circuit interrupter?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all circuit breakers labeled to indicate their use or equipment served?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do electrical circuit panels have a 36 inch clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>