

DRI Facilities Department Safety Inspection Form

Building and Room:				
Inspection Performed By:			Date:	
	Y	N	NA	COMMENTS
A. General Work Environment				
1. Work areas illuminated				
2. Storage of combustible materials minimized				
3. Trash removed promptly by responsible party				
4. Aisles kept clear				
5. General housekeeping in order				
6. Frequently wet surfaces covered with non-slip material				
7. Heavy items stored on lower shelves				
8. Equipment available to reach items above shoulder level				
9. Storage at least 18 inches below sprinkler head or 24 inches below ceiling if no sprinkler				
10. Exits				
a. Paths free from obstruction				
b. Alternate exits, if available, not blocked				
c. Fire doors not blocked or wedged open				
d. Doors not locked (in direction of exit)				
B. Emergency Planning				
1. Fire extinguishers are easily accessible				
2. Fire extinguishers fully charged; tamper indicator in place				
3. Eyewash and safety showers are available, in close proximity, and passageway unobstructed				
4. Eyewash and safety showers are inspected regularly				
5. Emergency lights functional (where present)				
C. Required Information/Postings				
1. Evacuation site locations and building evacuation instructions are posted				
2. Safety Data Sheets readily accessible				
3. Lockout/tagout procedures are accessible and in use				
4. Areas requiring use of eye protection posted				
5. Telephones posted with emergency stickers				
6. Areas where noises are expected to exceed OSHA standards are posted				
7. Specific signage posted, i.e. fire extinguishers, showers, eyewashes, etc.				

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A. General Work Environment

1. Self explanatory.
2. Minimize storage of materials that would add fuel to a fire. Examples: paper goods, plastic containers, materials stored in boxes, empty containers.
3. Self explanatory.
4. Self explanatory.
5. Self explanatory.
6. Self explanatory.
7. Self explanatory.
8. A warehouse ladder, step stool, or some other appropriate means should be provided where items are stored above shoulder level.
9. International Fire Code 315.2.1: storage must be at least 18 inches below sprinkler heads; in areas with no sprinklers storage must be at least 24 inches below the ceiling.
10. Items (a) through (d) - Self explanatory.

B. Emergency Planning

1. Self explanatory.
2. Fire extinguishers are inspected annually by Facilities. If fire extinguisher tamper indicator is not in place, contact Facilities.
3. Close proximity is within ten seconds travel; can one find it with eyes shut?
4. Safety showers are inspected and tested at least yearly (by Facilities) and the result recorded on an attached inspection card. Eyewashes should be inspected at least weekly.
5. Press the self-test button on unit's power supply.

C. Required Information/Postings

1. Posting of evacuation routes is recommended as part of the Emergency Action Plan.
2. Safety Data Sheets (SDSs) received must be retained in the areas in which they are used.
3. Written lockout/tagout procedures and policies must be available to all workers.
4. Where eye protection is needed, **Eye Protection Required** signs should be posted at the entrance to the area.
5. Self explanatory.
6. OSHA 1910.95 states that hearing protection must be used when noise levels are above 85 db for an extended period of time. Noise levels are considered to be above 85 db if a normal conversation cannot be carried on without raising one's voice.
7. Self explanatory.

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	Y	N	NA	COMMENTS
D. Personal Protective Equipment (PPE)				
1. Eye and face protection available where needed				
a. Goggles and face shields for corrosives				
b. Industrial safety glasses for projectiles				
2. Gloves are appropriate for the material handled				
3. Fall protection equipment provided and used when necessary				
4. Hard hats provided and used when needed				
5. Hearing protection provided and in use				
E. Electrical Hazards				
1. Flexible cords in good condition				
2. Cover plates in place for outlets and switches				
3. Circuit breaker panels unobstructed for 36 in.				
4. Circuit breaker switches labeled				
5. Machine/instrument access panels in place				
6. Multiplug adapters (power strips) have overload protection				
7. Lockout/tagout devices available and used				
8. No extension cords used for permanent (>30 day) use				
9. GFI devices used for wet/exterior use				
10. Guards/covers used for high voltage devices				
F. Portable Power and Hand Tools				
1. Power tools in good condition				
2. Electric tools grounded or double-insulated				
3. Rotating or moving parts of saws, grinders, sanders, etc. guards are in place				
4. Guards are in place on equipment with moving parts				
5. Cutting edges kept sharp to prevent binding				
6. Pneumatic and hydraulic hoses on power tools in good condition				
7. Tools are properly stored when not in use				
G. Recycling/Disposal				
1. Containers kept closed except when adding or removing content				
2. Containers labeled with the words Used or Universal Waste as applicable				
3. Oily and/or paint-soaked rags stored in metal cans				
4. Separate disposal containers available for broken glass				
5. Containers compatible with content				
6. Storage of recyclable material is minimized ; containers not more than 1 year old				
H. Hazardous/Flammable Materials				

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D. Personal Protective Equipment

1. (a) and (b) self explanatory.

2. Self explanatory.

3. OSHA 1910.66 states that personal fall protection equipment must be used if the person is working at a height above 6 ft.

4. Self explanatory.

5. See C 6.

E. Electrical Hazards

1. Electrical cords that have frayed wires or broken insulation present significant electrical shock and fire hazards. Replace or repair any electrical cord found to be in poor condition.

2. Cover plates must be installed on all electrical outlets and switches to prevent accidental contact with electrical wires.

3. International Fire Code (IFC) 605.3 requires clearance of at least 30 inches wide by 36 inches deep and 78 inches high for clearance around circuit breaker panels.

4. Self explanatory.

5. Self explanatory.

6. IFC prohibits the use of un-fused multi-plug adapters (e.g. cube adapters and un-fused plug strips).

7. Self explanatory. See C 3.

8. Per IFC 605.5 extension cords may not be used in place of permanent wiring.

9. Portable GFCI plugs should be used if extension cords are used in wet locations or outside with portable equipment and if there is no GFCI wall plug available.

10. Self explanatory

F. Portable Power and Hand Tools

1. There should be no frayed or twisted cords, broken tools should be taken out of service.

2. Self explanatory.

3. Machine guards should never be removed. Those without guards should not be used.

4. Self explanatory. See F 3.

5. Self explanatory.

6. Hoses should be regularly inspected on pneumatic and hydraulic equipment and replace if worn or broken.

7. Self explanatory.

G. Recycling/Disposal

1. To avoid spillage or release of vapors, containers should be closed except when transferring to or from container.

2. Containers with materials for recycle or disposal should be labeled appropriately.

3. Self explanatory.

4. To avoid cuts, glass should be packaged separately for disposal.

5. Self explanatory.

6. Self explanatory.

H. Hazardous/Flammable Materials

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	Y	N	NA	COMMENTS
1. Safety Data Sheets are readily available for each hazardous substance used				
2. A hazardous material inventory is available and updated annually				
3. Each container of hazardous material is properly labeled with product identity and a hazard warning.				
4. All paints and other flammable materials are stored in flammable cabinets or rooms				
5. Fuel gas cylinders and oxygen cylinders are separated by distance or fire resistant barriers				
6. No food or beverages are consumed where hazardous materials are stored				
7. Approved containers are used for storage and handling of flammable and combustible liquids				
I. Outside Storage				
1. Outside storage of chemicals is limited				
2. Storm drain protection must be in place				
3. Containers with liquids are kept in secondary containment				
4. Bulk drums of flammable liquids are grounded and bonded to containers while dispensing				
5. Storage area is free from combustibles.				
6. Storage areas are secure.				
7. Generator placement complies with IFC 2404.19				
8. Use and storage of flammable and combustible liquids is in accordance with IFC 2404.17				
J. Training/Awareness				
Training:				
1. Workers have attended Orientation				
2. Workers have attended EH&S training; i.e. Blood borne pathogens, handling universal wastes, etc.				
3. Workers have had job specific training beyond EH&S training; i.e. handling asbestos and lead				
4. Training (EH&S and job specific) is documented				
Awareness: Do workers know				
1. What the SDS is for; where to find it and other safety information				
2. Type of PPE to use in each situation; when and how to use it				
3. How to handle universal wastes				
4. How to clean up oil and grease spills				

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1. See C 2.

2. A hazardous material inventory is done annually.

3. Containers in the hazardous material inventory should be labeled with the name of the material and the hazard it presents, i.e. flammable, toxic, irritant.

4. Self explanatory.

5. Oxygen is an oxidizer that will enhance the flame in the case of a fire and must be stored separately from all other gases.

6. Self explanatory.

7. Self explanatory.

I. Outside Storage

1. No more than 1100 gal. of Class I or 8800 gal. of Class II liquids

2. Diesel, gasoline, new antifreeze and gasoline are stored outside. There must be barriers between the materials and the storm drains to prevent these materials from reaching the drains in the event of a spill.

3. Liquids must have secondary containment in the case of a spill.

4. Per IFC 3405.2.5 Flammable or combustible liquids shall not be transferred into containers unless the the containers are bonded by means of a bond wire.

5. Per IFC 3404.4.6 the must be kept free of weeds, debris, and other combustibles for a distance of 15 feet.

6. Per IFC 3404.4.4 storage areas should be protected against temporary trespass.

7. Per IFC 2404.19 generators and other internal combustion power sources shall be separated from tents canopies or membrane structures by a minimum 20 feet and shall be isolated from contact with the public by fencing, enclosure, or other approved means.

8. IFC 2404.17: The storage of flammable and combustible equipment and the use of flammable-liquid-fueled equipment shall be in accordance with Sections 2404.17.1 through 2404.17.3

2404.17.1: Flammable-liquid-fueled equipment shall not be used in tents, canopies or membrane structures.

2404.17.2: Flammable and combustible liquids shall be stored outside in an approved manner not less than 50 feet from tents, canopies and membrane structures.

2404.17.3: Refueling shall be performed in an approved location not less than 20 feet from tents, canopies and membrane

J. Training/Awareness

Training:

1. Self explanatory.

2. Self explanatory.

3. Self explanatory.

4. All training, including departmental training and that given by EH&S, must be documented. Such records must be kept at least at least as long as the employee is at DRI.

Awareness: Do workers know

1. All workers should know the location of the SDS and safety information such as Standard Operating Procedures, and safety policies.

2. Self explanatory.

3. Self explanatory.

4. Self explanatory