

DRI Environmental Health and Safety  
Notice of Safety Inspection

<b>Bldg./Room:</b>	<b>Contact:</b>			
<b>Date:</b>	<b>Inspected by:</b>			
<b>A. General Safety</b>	<b>Y</b>	<b>N</b>	<b>NA</b>	<b>COMMENTS<sup>1</sup></b>
1. Lighting is adequate for tasks being done				
2. General housekeeping in order				
3. Trash removed promptly by responsible party				
4. Storage of combustible materials minimized				
5. Storage at least 18 inches below sprinkler heads, or 24 inches below ceiling if no sprinklers				
6. Shelves not overloaded, heavy items on lower shelves				
7. Shelves, storage cabinets, file cabinets secured from tipping				
8. Step stools available to reach items above shoulder level				
9. Filing cabinet doors closed when not in use				
10. Aisles kept clear (3 ft. min. width)				
11. Floors kept dry				
12. Walking surfaces free of trip hazards				
13. Office chairs in good condition; adjustable when appropriate				
<b>B. Fire Safety/Electrical Hazards</b>				
1. Occupants know the location of the nearest fire extinguisher, exit and their evacuation zone				
2. Fire doors are not blocked open				
3. Exits properly marked and not obstructed				
4. Exit and emergency lights functional				
5. Extension cord use is limited, not used in place of permanent wiring. (30 day maximum use)				
6. Extension cords or strip plugs are UL approved, 3-wire with ground				
7. Electrical cords are not frayed				
8. Extension cords not plugged into other extension cords or power strips				
9. Electric space heaters must comply with Nevada Fire Marshal criteria				
10. Wall outlets and electrical receptacle covers in place				
<b>C. Places of Assembly/Conference Rooms/Classrooms</b>				
1. Tables maintained in good condition				
2. Chairs maintained in good condition				
3. Occupancy limits posted				

During a general safety inspection of this area EH&S staff noted the following:

- No safety deficiency(ies)/problem(s) noted
- The above deficiency(ies)/problem(s) were found and will be corrected by \_\_\_\_\_

<sup>1</sup> CDI= Corrected during inspection

# DRI Environmental Health and Safety

## Office Safety Inspection Detail

### A. General Work Environment

1. Depending upon the tasks involved, adequate lighting is provided.
2. Self explanatory.
3. Self explanatory.
4. Minimize storage of materials that would add fuel to a fire. Examples: paper goods, plastic containers, materials stored in boxes, empty containers.
5. Storage must be at least 18 inches below sprinkler heads, per OSHA 29CFR 1910.159(c) (10); NFPA 13 8.6.6; IFC 315, 21. In areas with no sprinkler system, storage must be at least 24 inches below the ceiling per IFC 315.2.1.
6. Self explanatory. Items stored on shelves, bookcases, etc. could fall and injure the occupant during seismic activity.
7. Tall storage/file cabinets and shelving should be secured to prevent tipping over, preventing egress from the room, or striking an occupant during seismic activity. Bookshelves/library stacks with a height of  $\geq 5$  ft. should be seismically braced. [Earthquake Hazard Mitigation for Nonstructural Elements, FEMA 74-FM]
8. Self explanatory. One should avoid standing on chairs, tables or boxes.
9. Only one drawer should be opened at a time to prevent the cabinet from tipping over.
10. Aisles are clearly established with a minimum 3 ft width clearance for walkway.
11. Self explanatory.
12. Floors should be free of tripping hazards e.g. cords or wires stretched across the floor, stacks of paper or equipment in the floor.
13. In order to prevent back strain and repetitive strain injuries, chairs should be in good condition and adjusted such that the occupant may sit comfortably. EH&S can offer guidance on proper ergonomic adjustment of chairs.

### B. Fire Safety/Electrical Hazards

1. Self explanatory
2. Fire doors; doors opening to an exit corridor must be closed, unless held open with a device approved by the IFC, NV Fire Marshal or other authority having jurisdiction. Fire doors must never be blocked open.
3. Self explanatory
4. Self explanatory. If bulbs are burned out, contact Facilities Services.
5. Extension cords cannot be used in place of permanent wiring. If the need exists for an extension cord beyond 30 days, it is considered a permanent situation and permanent wiring must be installed
6. The Nevada Fire Marshal requires fused strip plugs in lieu of extension cords.
7. Self explanatory.
8. Self explanatory.
9. Per the Nevada Fire Marshal electric space heaters must meet the following criteria, with no exceptions:
  - a) UL approved, tipover protected
  - b) plugged directly into the wall socket
  - c) not used near combustible materials
  - d) turned off when the room is vacated
10. Wall outlet covers should be in place to avoid accidental exposure to open wires.

### C. Places of Assembly, Conference Rooms/Classrooms

1. Examine tables for broken legs and tops and other signs of wear, such as splintering
2. Examine chairs for broken legs, arms, or seats and other signs of wear.
3. Occupancy limits are determined by a number of factors including floor space, use of occupancy and the availability and number of exits. The occupancy limit should be posted near the main exit. Contact EH&S for assistance.