



EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION MINI-FORM

Date of Survey: _____ **Conducted By:** _____

Building: _____ **Department:** _____

Primary Contact / Manager: _____ **Phone Number:** _____

Email Address: _____

Responsible Person (other than manager): _____

Phone Number: _____ **Email Address:** _____

Notes:

- Completion of annual self- inspections will assist with maintaining compliance with the Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) regulations
- All forms and guidelines are available on the EHSO website, www.ehso.emory.edu
- Inspection records must be maintained for 1 year (until the next inspection).

Instructions:

- Complete this form manually while inspecting the work area
- If "no" is checked, indicate the corresponding room in the appropriate column
- Note that CTI stands for "corrected at time of inspection"
- If a section does not apply to the rooms/areas being inspected, check the N/A box for that section
- Indicate the rooms/areas inspected in the spaces provided below (up to 20 rooms/areas may be listed per form.)
- **Note:** Additional space for Notes or Comments is provided at the end of this form for your convenience.
- File the completed Self-Inspection Form in the Safety/Environmental Compliance Binder
- Complete a Corrective Action Plan (CAP) Form for each building
- Email CAP Form to secinspect@emory.edu.

Item #	Item	Yes	No	CTI	N/A	Rooms/Areas Not in Compliance
2.0	WALKING WORKING SURFACES					
2.1	Housekeeping					
2.2	All areas are clean and orderly.		✓			B327, Boiler Room,
2.3	Floors are free of protruding nails, splinters, holes, or loose boards.	✓				

EXAMPLE

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Item #	Item <i>Underlined numbers are hyperlinked to relevant information</i>	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
1.0 RECORD KEEPING FORMS AND RECORDING CRITERIA						
1.1	The “OSHA Job Safety and Health: It’s the Law” poster informing employees of the protections of the Occupational Safety and Health Act is posted in a location (i.e. shop, near a time clock, break room, etc.) where employees are likely to see it.					
1.2	Employees know that all accidents and injuries must be reported to their supervisors and documented through the online incident reporting system.					
2.0 WALKING WORKING SURFACES						
Housekeeping						
2.1	All areas are clean and orderly.					
2.2	Floors are free of protruding nails, splinters, holes, or loose boards to avoid a tripping hazard.					
2.3	Shelves and storage racks are stable, not overloaded, and materials are placed on shelves in a safe manner.					
Floor, Floor Openings, Platforms, and Passageways						
2.4	Holes (belt hole, slot opening, pipe opening, etc.) and openings (hatchways, manholes, pits, etc.) in the floor are properly covered or guarded to prevent personnel and/or objects from falling through.					
2.5	Every open-sided floor or platform 4 feet or more above an adjacent floor or ground level is guarded by a standard railing (except at the entrance to stairway, fixed ladder, etc.)					
Portable Ladders						
2.6	All portable ladders are free of sharp edges and splinters and maintained in good condition.					
2.7	Ladder rungs and steps have slip resistant surface on each rung and are free of grease and oil.					
2.8	Ladder rungs are uniformly spaced and no more than 12 inches apart.					
2.9	Stepladders are equipped with a metal spreader or locking device to securely hold the front and back sections in open positions.					
2.10	Personnel are documenting annual portable ladder inspections on the stickers or tags that are affixed to each ladder.					
3.0 EXIT ROUTES, EMERGENCY ACTION PLANS/FIRE PREVENTION PLANS						
Emergency Action Plans/Fire Prevention						
3.1	Written emergency action plans/Just in Time booklets are in the workplace and available for employees to review.					
3.2	EXIT signs are clearly visible from any location, and point to the quickest exit from the building.					

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3.3	Doors, passageways, and stairways that are not exits are marked with the room identity or marked "NOT AN EXIT".					
Fire Safety						
3.4	The correct type of fire extinguisher is available for the class of fire possible in the area.					
3.5	The annual inspections of the fire extinguishers are current and completed by the outside contractor.					
3.6	Monthly inspections of the fire extinguishers are conducted and documented on the inspection tag affixed to the extinguisher.					
3.7	Fire extinguishers are mounted on the wall in readily accessible locations.					
3.8	Storage is 18" from all sprinkler heads.					
3.9	Fire doors are operating properly and are not propped open.					
3.10	Fire alarm pull-stations, fire extinguishers and other fire emergency response equipment are unobstructed.					
Egress						
3.11	The route of egress from the area is clear, not blocked or locked and is unobstructed (i.e. 36" of clearance).					
3.12	Evacuation routes are displayed in the hallway, and all personnel are familiar with them (i.e. located near elevators, etc.)					
3.13	Exit doors open in the direction of travel.					
3.14	Exits, aisles, and stairways are free of obstructions.					
Noise						
3.15	Noise monitoring has been conducted in high noise areas.					
3.16	High noise areas are identified and have hazard signs posted at entry doors.					
3.17	Hearing protectors are available and worn in required areas.					
3.18	Audiometric testing is conducted annually for employees exposed to noise at levels in excess of the exposure limits.					
3.19	The noise standard is posted in the workplace where it is readily accessible to affected employees.					
4.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)						
General PPE						
4.1	Personal Protective Equipment (PPE) is available and used when required or needed.					
4.2	PPE is maintained and stored properly.					
4.3	PPE hazard assessments have been performed by EHSO.					

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4.4	Employees are trained in the selection, use and maintenance of PPE.					
4.5	Gloves are appropriate for the hazards and worn when needed.					
4.6	Safety glasses with side protection meeting ANSI Z87.1 are available and worn when there is danger of flying particles.					
4.7	Goggles are available and used when there is potential for splashes and spatters.					
4.8	Face shields are available and used as secondary protection over safety glasses or goggles when needed.					
4.9	Appropriate clothing is worn to minimize exposure to hazardous materials.					
4.10	All personnel are provided appropriate foot protection where there is a risk of foot injuries.					
Respirator						
4.11	For employees who wear respirators, EHSO has conducted an assessment to determine if respiratory protection is necessary.					
4.12	Personnel wearing respirators receive medical clearance for respirator use annually.					
4.13	Personnel wearing respirators are fit tested and trained annually.					
4.14	Elastomeric respirators are regularly cleaned, disinfected, inspected, and stored appropriately. NOTE: Elastomeric respirators are made from elastic material such as rubber.					
4.15	Personnel who are voluntarily wearing respirators have completed a "Voluntary Use of Respirator" form.					
5.0 EMERGENCY EYEWASHES AND SHOWERS						
5.1	Emergency eyewash stations are provided where the eyes could be exposed to corrosive materials.					
5.2	Emergency eyewash stations are capable of delivering 15 minutes of continuous flow.					
5.3	Emergency showers are provided where the body could be exposed to corrosive materials.					
5.4	Emergency showers capable of delivering 15 minutes of continuous flow.					
5.5	Employees are instructed in the location and proper use of emergency showers and eyewashes.					
5.6	Eyewashes are free of obstructions.					
5.7	Double ocular hands free eyewashes are available where needed.					
5.8	There are emergency eyewash signs posted near the eyewashes.					
5.9	The eyewash protective caps are in place.					
5.10	Eyewashes/showers are tested and documented monthly.					

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5.11	Eyewashes/showers have the proper amount of water pressure.					
6.0 ELECTRICAL SAFETY						
6.1	Extension cords are only used to provide temporary electrical service.					
6.2	Electrical cords and outlets are kept away from flammable liquids.					
6.3	Electrical outlets are not overloaded (i.e., only one power strip is plugged into a single duplex/ 2 outlet wall outlet).					
6.4	Protective covers, plugs, or plates are in place over boxes, receptacles, and switches.					
6.5	There is sufficient access and clearance (at least 36") around electrical/circuit breaker panels.					
Electrical cords are:						
6.6	Appropriate for the equipment.					
6.7	Secured properly and do not pose a trip hazard.					
6.8	In good condition and are not damaged or frayed.					
6.9	Grounded with no 3-pin to 2-pin adapters.					
7.0 HAZARD COMMUNICATION						
7.1	All chemicals are labeled with the chemical name and associated hazards (i.e., flammable, toxic, oxidizer, etc.).					
7.2	All chemical container labels are in English and are legible.					
7.3	All personnel know how to access Safety Data Sheets (SDSs) & SDSs are accessible 24/7.					
7.4	All personnel have attended Hazard Communication Training.					
8.0 HAZARDOUS MATERIALS						
	Flammable and Combustible Liquids					
8.1	Chemical containers are in good condition (i.e. completely intact and clean on the outside); and are closed when not in use.					
8.2	Chemicals are stored by compatibility (i.e. flammables and oxidizers are separated; acids and bases are separated, etc).					
8.3	Flammables are stored away from ignition sources.					
8.4	Flammables stored are in an approved flammable liquids cabinet.					
8.5	Aerosol cans are kept away from heat and ignition sources.					
9.0 CHEMICAL AND REGULATED WASTE MANAGEMENT						

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General Chemical & Waste Management						
9.1	Chemicals and wastes are stored in appropriate locations (i.e. on shelves, in flammable cabinet, etc.)					
9.2	All chemical and waste containers are closed.					
9.3	Chemicals and wastes are stored to prevent a release to the environment. (i.e. in secondary containment when appropriate, chemicals are stored away from floor drains, etc.)					
9.4	All unwanted, obsolete, or waste chemicals are labeled as 'waste' and disposed of through EHSO.					
9.5	Chemicals, wax, used mop water, etc. are not poured down the drain or storm sewer.					
9.6	Chemical waste is not evaporated.					
9.7	Waste (or empty) aerosol cans are disposed of through EHSO.					
Electronic Waste						
9.8	Electronic waste is labeled as 'e-waste for recycle' and is sent to Surplus Properties for recycling.					
10.0 UNIVERSAL WASTE MANAGEMENT						
Batteries (All types, except for alkaline)						
Used batteries are:						
10.1	Labeled as "Used Batteries"					
10.2	Labeled with the date the battery was removed from service					
10.3	Covered with non-conductive tape over the leads or terminals					
10.4	Collected by EHSO for disposal within 6 months of removal from service					
11.0 EMERGENCY PROCEDURES / RESPONSE						
11.1	Procedures are in place for spill response and notification of EHSO, Emory Police, and / or other responsible groups.					
11.2	Spill response materials are accessible and appropriate for the area.					
11.3	Spill debris is disposed of through EHSO.					

