

General Facility Inspection



Inspection Date: _____

Department: _____

Completed By: _____

Location: _____

Administrative

#	Question	Y/N	Comments (if applicable)
AD-01	Current Cal/OSHA, Workers' Compensation and related posters are displayed in a location frequented by employees? Ref: T8CCR 340, 3203; CA Labor Code 6328		
AD-02	Is a Safety Manual current and readily accessible? Ref: T8CCR 3203 and CSMD 100		
AD-03	A written, facility specific, Injury and Illness Prevention Program (IIPP) is current and readily accessible. Ref: T8CCR 3203 and CSMD 100		
AD-04	Is a written Emergency Action Plan complete and all employees are trained, and evacuation exercises are conducted semi-annually (April and October) Ref: T8CCR 3220, 3215 (c) and CSMD 7002		
AD-05	Is a written Bloodborne Pathogens Program in place if applicable and all necessary employees trained Ref: T8CCR 5193 and CSMD 2011		
AD-06	Is a written Respiratory Protection Program in place if applicable and all necessary employees trained. Ref: T8 CCR 5144		
AD-07	Is a written Hazard Communication Program complete, including SDS binder and Chemical Inventory if applicable? Employees have received documented training. Ref: T8CCR 5194 and CSMD 6001		
AD-08	Is there a written, facility specific, current and readily accessible Heat Illness Prevention Program and are affected employees trained? Ref: T8CCR 3395 and CSMD 100		
AD-09	First-aid kits are available and contain only contents approved by the Occupational Health Licensed Physician. Ref: T8CCR 3400 and 1512		
AD-10	In the absence of an infirmary, hospital, or clinic in near proximity to the workplace, There are an adequate number of people trained in First Aid/CPR/AED. Ref: T8CCR 3400		
AD-11	Are safety meetings conducted in accordance to department's respective operation requirement and appropriately documented and maintained on file. Ref: T8CCR 3203a (3); 1509 and CSMD 601		

#	Question	Y/N	Comments (if applicable)
AD-12	Are monthly/quarterly self-inspections conducted, documented, and maintained. Ref: T8CCR 3203 a (4) and CSMD 402		
AD-13	Is the Cal/OSHA 300 Log posted from February 1st to April 30th each year and maintained for 5 years. Ref: T8CCR 14300.32		
AD-15a	AD-15a Is there a valid, current "Elevator Permit to Operate" available on the premises that is issued by the State of California Department of Industrial Relations Division of Occupational Safety and Health? Ref: T8 CCR 3001 (C)		
AD-15b	Please list the date the elevator permit expires:		
AD-14	Are AED(s) located at this site working properly and monthly maintenance checks being documented Ref: SB 1436 Ch. 71		
Egress			
#	Question	Y/N	Comments (if applicable)
EG-01	Does each office/workstation have clear egress to an exit aisle? "The minimum width of any way of exit shall in no case be less than 28 inches." Ref: T8CCR 3229 (b)		
EG-02	Are all exit doors free and clear of impeding devices such as locks or latches and do they open from the direction of exit? Ref: T8CCR 3235 (e)		
EG-03	Do all exits, intersection of corridors, exit stairways or ramps have exit or directional signage? Ref: 2013 CFC 1008.1.2 T8CCR 3216(b)		
EG-04	Is there signage on doors stating "Open Door Slowly" that open into hallways or other areas? Ref: T8CCR 3203		
EG-05	Are all exits and exit pathways clear and free from obstruction? Ref: T8CCR 3227(c); 2013 CFC 1011.1 and 1028.2		
EG-06	Do all exits discharge directly to a street, courtyard, or other open space that gives safe access to a public way? Ref: T8CCR 3227(a)		
EL-01	Are employees working on energized equipment or systems properly and trained in lockout/tagout procedures? Ref: T8CCR 2320.2, 2714, 2940		
EL-02	All electrical panels free of storage in front of panel (36 inches)? Combustibles are not stored in electrical room. Ref: T8CCR 2340.16		
EL-03	All electrical receptacle faceplates are in place and in good condition. Ref: T8CCR 3203		
EL-04	Extension cords are not being used as a permanent source of power? Ref: T8CCR 2500.8 and 2013 CFC 605.5		

#	Question	Y/N	Comments (if applicable)
EL-05	Are power strip cords being used properly? Ref: 2013 CFC 605.5.1		
EL-06	Is wiring maintained in good working condition free of any visible exposed wiring which could result in injury or fire? Ref: T8CCR 2340.17 2013 CFC 605.6		
EL-07	Appliances (i.e., micro waves, coffee makers, toasters, etc.) including the cords are in good working condition and appropriate for their location? Ref: T8CCR 2340.17(a) (2)		
EL-08	Are GFCI outlets in place when within six feet of a water source (i.e., faucet, etc.). Ref: T8CCR 2340.1		
EL-09	Emergency lighting is operational and checked monthly. Ref: T8CCR 3215 (e) and 2007 CFC 1006.1		
Fire Protection			
#	Question	Y/N	Comments (if applicable)
FP-01	Are general fire prevention principles (i.e., housekeeping and general material storage) being practiced? Ref: T8CCR 3221		
FP-02	Fire extinguisher(s) are serviced, certified annually and inspected monthly. Ref: T8CCR 6151(e) 2, 3		
FP-02a	When was the last annual check conducted		
FP-02b	Provide the date of the last monthly check conducted and documented on the existing fire extinguishers.		
FP-03	Are drywall and or ceiling tiles free from holes or missing. Ref: 2013 CFC 703.1		
FP-04	Is storage maintained 2 feet or more below the ceiling in non-sprinklered areas or a minimum of 18 inches below sprinkler head deflectors in sprinklered areas? Ref: 2013 CFC 315.2.1		
FP-05	Are all space heaters equipped with auto shut-off switch that turns unit off when tipped over? Ref: 2013 CFC 605.10 and BOS Policy H-4		
FP-06	Are fire extinguishers and other fire equipment (fire alarm panel, fire riser, etc.) unobstructed and accessible? Ref: CFC 509.2		
FP-07	Are portable fire extinguishers mounted, located and identified so they are readily visible and accessible? Ref: T8CCR 6151.C.1		
FP-08	Are fire extinguishers properly mounted and NO higher than 5' and the bottom no less than 4' from the floor? Ref: CFC 906.9: 906.3		

Industrial Hygiene			
#	Question	Y/N	Comments (if applicable)
IH-01	Is the area free of any offensive or unusual odors to indicate the possibility of poor indoor air quality? Ref: T8CCR 3362(g)		
IH-02	There were no observed existing conditions that would warrant an Indoor Air Quality, lighting, chemical exposure survey, or noise assessment? Ref: T8CCR 5155(e)(1)		
IH-03	Are training and written procedures provided to employees required to enter/work in confined spaces? Ref: T8CCR 5156, 5157, 5158, 5144		
IH-04	Is the facility absent of any indication of infestation of vermin or other pests (e.g. cockroaches, flies, bird/rodent, droppings, etc.)? Ref: T8CCR 3362		
IH-05	Area is free of any evidence of moisture or water intrusion? Ref: T8CCR 3362(g)		
Machinery and Equipment			
#	Question	Y/N	Comments (if applicable)
ME-01	If applicable, is the machinery and equipment/tools maintained in good working condition? And, are all operating procedures being followed? Ref: T8 CCR 3328		
ME-02	If applicable, are all forklift operation requirements in place? Ref: T8 CCR 3664		
ME-03	If applicable, are all pressure vessels (i.e., compressed gas/air tanks, etc.) in good working order and display a current permit. Ref: T8 CCR 461, 462, 465(e), 3320		

ME-04	<p>Does the operation have machinery that requires moving parts guards?</p> <p>CUTTING: rotating, reciprocating, or transverse motion;</p> <p>PUNCHING: power is applied to a slide (ram) for blanking, drawing, or stamping; SHEARING: power applied to a slide or knife in order to shear;</p> <p>BENDING: power is applied to slides that draw or stamp;</p> <p>POWER TRANSMISSION: pulleys, chains, belts, shafts, gears, flywheels</p> <p>OPPOSITE-RUNNING: intermeshed gears, rolling mills</p> <p>TANGENTIALLY MOVING PARTS: pulleys, belts, sprockets, chains, rack-and-pinion gears</p> <p>ROTATING PARTS NEXT TO FIXED COMPONENTS: spoked flywheels, screw conveyors, abrasive wheels</p> <p>Primary Ref:T8CCR 4184</p> <p>Secondary Ref:T8CCR 3303, 3942-44, 3995-4002, 4050-52, 4060, 4070, 4075-76</p>		
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Material Storage			
#	Question	Y/N	Comments (if applicable)
MS-01	<p>If applicable, are flammable liquids stored in the appropriate containers?</p> <p>Ref: T8 CCR 5533(b); CFC 2703.8.7.1 and .2</p>		
Personal Protective Equipment (PPE)			
#	Question	Y/N	Comments (if applicable)
PPE-01	<p>Are employees provided, utilizing and maintaining appropriate PPE?</p> <p>Ref: T8 CCR 3380</p>		
Slip Trip and Fall			
#	Question	Y/N	Comments (if applicable)
STF-01	<p>Are all working and walking surfaces, including carpets, tile floors, sidewalks, ramps and parking lots free from slip, trip and fall hazards? Ref: T8CCR 3273</p>		
Work Area			
#	Question	Y/N	Comments (if applicable)
WA-01	<p>Are building furnishing that may obstruct emergency egress routes or exits in an earthquake, or accidentally tip over causing injury (file cabinets, book cases, etc.) anchored? Ref: T8CCR 3203</p>		
WA-02	<p>Are overhead heavy items and breakables kept to a minimum to prevent possible injury as falling objects? Recommended</p>		
WA-03	<p>Are all work/office areas, storage areas and closets orderly, sanitary, and free of unnecessary Materials? Ref: T8CCR 3362</p>		

Material Storage			
#	Question	Y/N	Comments (if applicable)
WA-04	Is there an effective alarm system used to alert employees in case of fire or emergency (fire alarm, air horn, whistles or voice signaling)? Ref: T8CCR 3220		
WA-05	Are chemical containers labeled as to their contents and employees trained in the associated chemical hazards? Ref: T8CCR 5194		
WA-06	Are ergonomic workstations available for use and are employees aware of the adjustable features? Ref: T8CCR 5110 and CSMD 2005		
WA-07	Are working areas, stairways, aisles, passageways, work benches and machines provided with either natural or artificial illumination which is adequate and suitable to provide a reasonably safe place of employment? Ref: BOS Policy H-4		
WA-08	Is regular housekeeping evident to keep working areas clean? Ref: T8CCR 3362(b)		

Workplace Violence Controls			
#	Question	Y/N	Comments (if applicable)
WV-01	Are administrative procedures in place to deal with aggressive behavior and employees trained on proper procedures for dealing with aggressive behavior and workplace violence Ref: T8CCR 3203 and CSMD 2010		
WV-02	Are engineering controls in place (doors and windows closed and locked) to prevent unauthorized access? Ref: T8CCR 3203 and CSMD 2010		
WV-03	If "Panic buttons" are present are they in working order and tested on a regular basis?		
WV-04	Are employees trained on County Workplace Violence Threats and Security Policy C27 - Document 2010, and is this training documented.		
WV-05	Are all employees required to report ALL threats or assaults to their supervisor?		

Notes:

Inspection completed by

Witness by (not mandatory)

Print Name

Print Name

Signature

Signature

Print Name

Signature