# Linfield College

Safety Inspection of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspection Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Inspectors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The inspection focuses on the best practices. The ultimate intent of the inspection is to provide a save campus environment while heightening the safety consciousness of all of us involved with Linfield. Any questions or concerns should be directed to EHS at (503) 883-2431.

|  |  |  |
| --- | --- | --- |
| FIRE SAFETY FIRE PREVENTION | ROOMS | COMMENTS |
|  |  |  |
| 1. Fire Extinguisher has current inspection tag  |  |  |
| 2. Fire Extinguisher is mounted to wall and not blocked |  |  |
| 1. Fire Escapes clear / Exit or evacuation routes posted
 |  |  |
| 1. Fire Doors not blocked open (Kitchen, Laundry and Stairwell doors…)
 |  |  |
| 1. Exit Lights working (tested?)
 |  |  |
| 1. Flammable glues and liquids (over one gallon) stored in metal Flammable Liquid Cabinets
 |  |  |
| 1. Sprinkler heads not blocked (18 inches of overhead clearance, 36 inches of clearance to the sides)
 |  |  |
| 1. Note missing ceiling tiles
 |  |  |
|  |  |  |
| ELECTRICAL HAZARDS  | ROOMS | COMMENTS |
|  |  |  |
| 1. Power strips used in place of extension cords, not piggy backed on each other or on extension cords
 |  |  |
| 1. Extension cords - temporary use only, unplugged when not in use
 |  |  |
| 1. Power cords in good condition – plug not pulled out, no damage to cord
 |  |  |
| 1. Wall outlets-faceplate secure, outlet unbroken
 |  |  |
| 1. Electrical breaker panels have 3 feet clearance in front and on sides
 |  |  |
| 6. Circuits not overloaded, one item per outlet, no outlet splitters |  |  |
| 1. Approved use of coffeepots and appliance with heating elements: automatic shutoff or unplugged when not in use
 |  |  |
| 8. Electric heaters have turn off / tip over protection |  |  |
| 9. Electric cords removed from aisles or taped down / covered with protector |  |  |
|  |  |  |
| OFFICE SAFETY  | ROOMS | COMMENTS |
|  |  |  |
| 1. File cabinets secure, check to see if they can be pulled over
 |  |  |
| 1. File drawers kept closed
 |  |  |
| 1. Office equipment in good condition: chairs, desks
 |  |  |
| 1. Fans guarded; secure from falling
 |  |  |
| 5. Paper cutter blade spring functioning, blade lock present |  |  |
| 6. Safe step stool for reaching high places |  |  |
| 7. Area organized and well lit with Aisle ways clear |  |  |
| 1. First Aid Kit supplies kept in a container, stocked with minimum items
 |  |  |
|  |  |  |
| BOOKCASES - SHELVES - CABINETS | ROOMS | COMMENTS |
| 1. Shelves not overloaded
 |  |  |
| 1. Heavy storage shelves over 6 feet tall secured to the wall
 |  |  |
| 1. Sharp corners covered / protected
 |  |  |
| 1. Safe storage on top shelves; light items only
 |  |  |
|  |  |  |
| STAIRWAYS - HALLS - OFFICE AREAS | ROOMS | COMMENTS |
| 1. Handrails available and in good condition
 |  |  |
| 1. Stair treads in good condition
 |  |  |
| 1. Stairway and Hallway not used for storage of materials
 |  |  |
| 1. Stairwell and Hallway lights working
 |  |  |
| 1. Aisles established and clear
 |  |  |
| 1. Holes, cracks in floor – report
 |  |  |
| 1. Tripping hazards removed
 |  |  |
| 1. Floors not slippery
 |  |  |
| 1. Carpets and rugs secure
 |  |  |
|  |  |  |
| CHEMICALS | LOCATIONS | COMMENTS |
|  |  |  |
| 1. Products in the original containers or secondary containers with proper labels
 |  |  |
| 1. Safety Data Sheets for each material present or MSDS online available
 |  |  |
| 1. Eyewash within 10 seconds of chemical spash area; checked monthly
 |  |  |
| 5. Compressed gases are securely chained |  |  |
| EXTERIOR INSPECTION | LOCATIONS | COMMENTS |
|  |  |  |
| 1. Crosswalks clearly marked
 |  |  |
| 1. Exterior of building in good conditions, gutters in place and draining properly
 |  |  |
| 1. Doors and door hardware in good working condition
 |  |  |
| 1. Walking surfaces level, no more than ½” difference.
 |  |  |
| 1. Sidewalks edges have less than 4” drop off to ground.
 |  |  |
| 1. Landscaping allows for adequate views of oncoming hazards
 |  |  |