

St. Petersburg College

Safety & Health Inspection Guide

This guide is based on Chapter 5 of SREF and is designed to assist you with routine safety and health inspections in your department. The guide includes items that are routinely checked during inspections by state and local safety and health officials. The guide is not all-inclusive, but will be helpful to you as a reference. If you have questions or need assistance with safety and health or environmental related matters, please contact:

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Safety & Sanitation – All Areas

1. Workspaces are orderly and well lighted
2. Walkways and corridors are unobstructed
3. Good Housekeeping (clean and organized) and no water/mold stained ceiling tiles
4. Electrical, computer and phone cords not strung in walkways
5. Overhead objects positioned less than 8 feet above the floor are padded and clearly marked with black/yellow caution striping
6. All faculty, staff and students are wearing proper personal protective equipment for task being performed, i.e. safety glasses, chemical splash goggles, face shield, gloves, hard hat, respirator, protective clothing, apron
7. Material safety data sheets current and readily available for reference by faculty and staff
8. Ladders and step stools are in good condition
9. Portable lamps and electrical equipment are in good condition
10. Multiple electrical power strips are not connected together in a series (daisy chaining) to reach an electrical receptacle.
11. Lunchrooms/break areas, refrigerators, microwave ovens are kept clean and in good condition
12. At least 3 ft. access around electrical panels (includes fire alarm panels)
13. GFCI receptacles are present near sinks/wet areas
14. Electrical junction and receptacle boxes are properly covered
15. Furniture is in good condition
16. Plumbing/drains clean and in good condition – no leaks, running water, damaged fixtures

Fire Safety – All Areas

1. Corridors and aisles not obstructed with furniture, shelving or other items that would impede emergency evacuation
2. Exits and emergency escape or rescue windows readily accessible (free of furniture and other items that may block access) and hardware works properly
3. Fire doors are not blocked open with wedges, blocks or furniture (should be kept closed unless held open by fire alarm system magnetic holders) (**Fire doors are identified by a UL rated fire door label on the hinge side of the door**)
4. Exit lights working, unobstructed and battery backup functional
5. Emergency lights aimed correctly, unobstructed, and battery backup functional
6. Fire alarm pull stations and fire extinguishers are visible and furniture or other items do not block access
7. Material safety data sheets current and readily available for reference by faculty and staff
8. Power strip or UPS/surge protectors used for electrical equipment – light gage extension cords are not permitted
9. Only portable heaters provided by Facilities Services are permitted
10. Electrical appliances in kitchen and break areas are in good condition, circuits not overloaded
11. No missing ceiling tiles or unprotected penetrations through ceilings
12. No open flames, candles, incense or heat activated deodorizing devices in office or classroom areas (except for science lab Bunsen burners or maintenance operations)

Arts & Crafts Studio Areas

1. Good housekeeping - clean and organized
2. Wood scraps, oil and solvent soaked rags, and trash placed in proper containers
3. Workspaces are orderly and well lighted
4. Drill presses, table saws, etc. secured to floor and safety zones are marked around machines with yellow/black caution tape or paint striping
5. Machine guards are in place, in good condition and used properly
6. All faculty, staff and students are wearing proper personal protective equipment for task being performed, i.e. safety glasses, chemical splash goggles, face shield, gloves, hard hat, protective clothing, apron
7. Hand tools in good condition and stored properly
8. Ventilation and dust collection systems are in good condition and cleaned as needed
9. Walkways around equipment and furniture kept clear for easy access and emergency egress.
10. All chemicals are clearly labeled and stored correctly in flammable storage cabinets or chemical storage rooms
11. Material safety data sheets current and readily available for reference by faculty, staff and students
12. Fire alarm pull stations and fire extinguishers are visible and furniture or other items do not block access
13. Electrical junction and receptacle boxes are properly covered
14. At least 3 ft. access around electrical panels (includes fire alarm panels)
15. Electrical cords and equipment maintained in good condition
16. Inoperable equipment properly tagged “out of service”.

Laboratories

1. All faculty, staff and students are wearing proper personal protective equipment during lab exercises, i.e. safety glasses, chemical splash goggles, face shield, apron, gloves suitable for the exposure.
2. Personal dress of faculty, staff and students complies with lab safety practices, i.e. no open toed or cloth shoes, arms and legs not exposed, long hair tied back, no dangling jewelry that presents an entanglement hazard
3. Emergency eyewash and showers are readily accessible, clean and in working order
4. Fire alarm pull stations, fire extinguishers, fire blankets and first aid kits are in working order, readily accessible and furniture or other items do not block access
5. Copy of *Chemical Spill Emergency Procedures* for the site is posted in all labs
6. Master Control valves for gas, electricity, water and air are clearly labeled and operate properly.
7. Chemical and biohazard hazardous waste storage areas are kept locked and access is restricted to authorized faculty and staff
8. All chemicals are clearly labeled and stored correctly in chemical storage rooms, flammable storage cabinets, acid storage cabinets, and poison cabinets
9. Chemical prep rooms and equipment storage closets are clean, organized and aisle ways are kept clear for easy access and emergency egress.
10. All hazardous chemical wastes are clearly labeled and stored correctly.
11. Biohazard wastes are stored correctly in biohazard boxes with closed lids
12. No food or beverages are stored in laboratories, lab refrigerators or freezers
13. **Note:** If food is used for experiments, the containers must be clearly labeled to identify it as “Do Not Eat/Drink - This Food/Drink Is Not For Human Consumption”
14. Fume hood and biosafety cabinet sashes are kept in the closed position when not in use
15. Chemicals are not to be stored in fume hoods or biosafety cabinets.
16. **Note:** If experiments in progress require chemicals to remain in fume hoods, fume hoods must be run continuously for the duration of the experiment.

Fire Protection Equipment

1. Access to all fire protection equipment is not blocked or obstructed by furniture, storage or equipment
2. Valid fire sprinkler system test/inspection tag is attached to sprinkler valve (inspected by vendor annually & monthly by Facilities Services staff)
3. Fire protection water valves are chained and locked in the correct normal position (open/closed) to prevent operation by unauthorized person.
4. Fire extinguishers are readily accessible, fully charged, checked monthly and annual inspection tag is current (inspected by vendor annually & monthly by Facilities Services staff)
5. Valid fire alarm system test/inspection tag is attached to each fire alarm panel (inspected by vendor annually & monthly by Facilities Services staff)

Mechanical and Electrical Rooms

1. No storage of combustibles
2. At least 3 ft. access around electrical panels (includes fire alarm panels)
3. Good Housekeeping (clean and organized) and no water/mold stained ceiling tiles
4. Room is orderly and well lighted
5. Fire alarm pull stations and fire extinguishers are visible and equipment or other items do not block access
6. Electrical junction and receptacle boxes are properly covered
7. Proper Lock Out/Tag Out procedures in use
8. Inoperable equipment properly tagged "out of service"

Custodial Closets and Storage Areas

1. Good Housekeeping (clean and organized) and no water/mold stained ceiling tiles
2. Room is orderly and well lighted
3. No chemicals stored above eye level
4. Material safety data sheets current and readily available for reference by staff
5. Electrical cords and equipment maintained in good condition
6. At least 3 ft. access around electrical panels
7. No uncovered electrical junction or receptacle boxes
8. Inoperable equipment properly tagged "out of service"

Workshops & Chiller Plants

1. Good housekeeping - clean and organized
2. Wood scraps, oil and solvent soaked rags, and trash placed in proper containers
3. Workspaces are orderly and well lighted
4. Drill presses, table saws, etc. secured to floor and safety zones are marked around machines with yellow/black caution tape or paint striping
5. Machine guards are in place, in good condition and used properly
6. All staff are wearing proper personal protective equipment for task being performed, i.e. safety glasses, chemical splash goggles, face shield, gloves, respirator, hard hat, protective clothing, apron
7. Hand tools in good condition and stored properly
8. Ventilation and dust collection systems are in good condition and cleaned as needed
9. Walkways around equipment and furniture kept clear for easy access and emergency egress.
10. All chemicals are clearly labeled and stored correctly in flammable storage cabinets or chemical storage rooms
11. Material safety data sheets current and readily available for reference by faculty, staff and students
12. Fire alarm pull stations and fire extinguishers are visible and furniture or other items do not block access
13. Electrical junction and receptacle boxes are properly covered
14. At least 3 ft. access around electrical panels (includes fire alarm panels)
15. Electrical cords and equipment maintained in good condition
16. Inoperable equipment properly tagged "out of service"