

# NDSU Safety Inspection

<b>Facility/Location Inspected:</b>							
<b>Address:</b>							
<b>Inspected By:</b>							
<b>Date:</b>							
Checklist Item	Yes	No	N/A	Hazard/Location	Corrective Action	Initial & Date	
<b>Chemical/Hazardous Material Safety</b>							
• Chemicals/materials are stored in proper containers							
• All chemicals and containers are correctly labeled							
• Flammable liquids kept in closed "safety" containers when not in use							
• Flammable liquids properly stored and identified							
• Filling or refilling procedures are developed and implemented							
• Storage containers show no damage							
• Chemicals are not stored beyond shelf life							
• Stock is rotated							
• Warning tags and labels are on all hazardous materials (silos, vats, drums, bottles, cans, etc..)							
• Containers being shipped are marked in accordance with DOT requirements							
• Safety cans are used for dispensing flammable or combustible liquids							
• Material Safety Data Sheets are available							
• Inventory of all hazardous substances used or stored in the facility							
• "No Smoking" signs are posted throughout the area							
• Copy of the NDSU Chemical Hygiene Plan is available							
• "Lab Employees" must include the requirement for the Lab Safety Class							
• Documentation of initial and annual refresher training in the Hazard Communications Program							
<b>Compressors and Compressed Gas</b>							
• Compressors are equipped with pressure relief valves and pressure gauges							
• Over pressure relief devices are in proper operating order							
• Belt-drive and pulley systems are fully enclosed on four sides with rigid guards having no openings greater than 1/2 inch							
• Storage areas for compressed gas cylinders are well ventilated, fire proof and dry							
• Cylinders are properly labeled to identify their content							
• Stored oxygen and gas cylinders are separated by a minimum of 20 feet or a fire-resistant partition placed between the oxygen and fuel gas cylinders							

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<ul style="list-style-type: none"> <li>• Cylinders are properly supported in the upright position to prevent them from falling and chained for security purposes</li> </ul>						
<ul style="list-style-type: none"> <li>• Regulators are removed, valves closed, and caps in place and properly secured during transport</li> </ul>						
<ul style="list-style-type: none"> <li>• The appropriate personal protective equipment such as aprons, helmets, goggles, respirators, etc. are required to be used when needed (welding)</li> </ul>						
<b>Cold Working Conditions</b>						
<ul style="list-style-type: none"> <li>• Specific guidelines exist for keeping workers safe in cold conditions and when it's too cold to continue working</li> </ul>						
<ul style="list-style-type: none"> <li>• Employees are teamed in pairs for safety</li> </ul>						
<ul style="list-style-type: none"> <li>• Employees are given or have purchased proper cold weather protection equipment</li> </ul>						
<ul style="list-style-type: none"> <li>• Employees are wearing at least 3 layers of clothing, insulated gloves, proper footwear and headgear</li> </ul>						
<ul style="list-style-type: none"> <li>• Employees have additional clothing on site for change if clothes get wet</li> </ul>						
<ul style="list-style-type: none"> <li>• High-calorie, warm food and drink are available on site</li> </ul>						
<b>Confined Spaces</b>						
<ul style="list-style-type: none"> <li>• Confined spaces have been identified (Tank Hoppers, Silos, Vessels, Storage Bins, Pits, Steam Tunnels, Vaults, Boilers, Manholes)</li> </ul>						
<ul style="list-style-type: none"> <li>• Lockout/Tagout Program is in full use and in effect for all confined space activities and is documented</li> </ul>						
<ul style="list-style-type: none"> <li>• Confined spaces are clearly marked</li> </ul>						
<ul style="list-style-type: none"> <li>• Permit obtained, if required</li> </ul>						
<ul style="list-style-type: none"> <li>• Exits are unobstructed at all times</li> </ul>						
<ul style="list-style-type: none"> <li>• Written program and training in place</li> </ul>						
<b>Electrical Hazards</b>						
<ul style="list-style-type: none"> <li>• Employees treat all electrical equipment as energized until lockout/tagout procedures are implemented</li> </ul>						
<ul style="list-style-type: none"> <li>• Lockout/tagout procedures are reviewed periodically and employees follow proper protocol</li> </ul>						
<ul style="list-style-type: none"> <li>• Employees are aware that the person who puts the lock or tag in place must be the person to remove it</li> </ul>						
<ul style="list-style-type: none"> <li>• Employees are wearing proper protected clothing</li> </ul>						
<ul style="list-style-type: none"> <li>• Insulated tools are used in areas where electrical hazards exist</li> </ul>						
<ul style="list-style-type: none"> <li>• All cords and cables are inspected periodically for damage</li> </ul>						
<ul style="list-style-type: none"> <li>• All cords and cables are protected from physical damage (wet floors, etc.)</li> </ul>						
<ul style="list-style-type: none"> <li>• Cords are not too tight; have proper slack</li> </ul>						

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• All electrical cords, equipment, and devices are properly grounded and in good repair						
• Extentions cords are not used in place of permanenet wiring and are for temporary use only.						
• Workers are trained on how to lock out his or her particular machine						
• All electrical switches, circuit breakers and disconnects are properly identified to indicate their use and the equipment that each controls						
• All cracked or damaged switches, receptacles, and cover plates have been replaced						
• “Fine Finger” guards provided on all fans						
• All space heaters have a working tip over switch (automatic shut off)						
• 3’ of unobstructed space in front of all electrical panels/cabinets						
• Electrical enclosures such as switches, receptacles, junction boxes, etc. are provided with tight-fitting covers or plates						
• All unused openings and knockouts in electrical enclosures and fittings closed with appropriate covers, plugs, or plates						
• All equipment and appliances carry an Underwriters Laboratory (UL) listing for electrical safety						
• The policy regarding the use of flammables, microwaves, refrigerators, small appliances, heaters, etc. has been communicated to all staff						
<b>Emergency Action Planning</b>						
• Escape routes are established and clearly marked						
• Fire doors are unblocked						
• Exit routes are clear of obstructions						
• Defined instructions on how to account for personnel during an evacuation exist and are followed						
<b>Personal Protective Equipment (PPE)</b>						
• Eye protection policy is enforced						
• Employees are provided and informed of appropriate eye protection and use (eye goggles, etc., cleaned and inspected)						
• Helmets and hard hats are in good condition and fire resistant						
• Employees are wearing proper head protection at all times						
• PPE policy is periodically reviewed, especially when implementing new equipment and processes						
• Employees always wear gloves, respirators, eye and ear protection where applicable						
• Proper footwear is used where there is a risk of foot injuries						
• Approved respirators are provided for regular or emergency use where appropriate						

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• Respirator users are enrolled in the Respiratory Protection Program						
• Respirator fit tests are conducted on an annual basis						
• Employees are properly trained in the use and wear of personal protective equipment and procedures						
• Adequate work procedures, protective clothing, and safety equipment are used when cleaning up spilled hazardous materials						
<b>Fire and Fire Extinguisher Safety</b>						
• Broken or missing address numbers need repair						
• Fire Extinguishers are mounted in a well marked, accessible location						
• Sprinkler Alarm/Fire Alarm Systems are tested annually by a certified company						
• Sprinkler Alarm/Fire Alarm Systems are repaired by a certified company						
• Fire extinguishers are tested at least annually						
• Fire extinguishers are fully charged (needle in the green zone) and in operable condition at all times						
• Fire extinguishers are the correct type for the most likely type of fire						
• Required strikers are on all extinguishers cabinets						
• Every six years, the vendor conducts testing and recharge						
• Circuits are not overloaded						
• Fire escape routes are established, posted and there is a count of employees after evacuation at the designated assembly point						
• There is a fire drill at least once a year in Assembly (A) Buildings						
• There is a 3' clearance in front of electrical panels						
• Exit lights or signs are present and in proper working condition						
• Fire and smoke barrier doors are not blocked open						
• Fire and smoke barrier doors close and latch properly						
• Fire and smoke barrier doors need self closers						
• Fire and smoke barrier doors need adjustment for proper closure						
• Flammable liquids are kept in approved containers (10 gallons)						
• Required stairway identification (4 stories +) in place						
• Employees are trained in, and know the location of exits, alarms, and extinguishers						
• Employees are periodically instructed in the use of fire extinguishers and fire protection/prevention procedures						
<b>First Aid</b>						
• Are employees trained in CPR and know where the first aid kit is stored						
• First aid kits are accessible and completely stocked						
• First aid kits do not contain oral medications						

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• Material Safety Data Sheets (MSDS) are available for quick reference						
• Emergency eyewash stations and showers for exposure to acids, caustics, corrosives are available, in good working order, and are checked and signed off on						
<b>Forklift Safety</b>						
• All operators are properly trained and always wear seatbelt						
• Forklifts are being loaded correctly						
• Forklift has cage for driver protection in case of tip over						
• Speed limits are posted and enforced						
• Horns and audible, or illuminated backup alarms, are in working order						
• Directional lighting (front and rear) provided on each forklift						
• Trucks and trailers are secured from movement during loading and unloading						
• Industrial trucks with internal combustion engines, operated in buildings or an enclosed area, are carefully checked to ensure operations do not cause harmful concentrations of dangerous gases or fumes						
• Operators conduct a daily pre-use safety check of their equipment						
<b>Hot Working Conditions</b>						
• Employees are wearing appropriate work clothes						
• Drinking water is readily accessible on site						
• Supply, or make employees aware of supplements to help replenish body nutrients lost due to heat exposure (water, gatorade, etc.)						
• Hot weather work guidelines are in place						
<b>Housekeeping</b>						
• Trash does not accumulate						
• There are special marked trash cans/bags for glass and sharp objects						
• There is inspection for leaking chemicals, solvents and oils						
• By-products are eliminated immediately (sawdust, shavings, discarded paper)						
• Hazardous materials are returned to proper storage areas						
• Non-hazardous materials are stored separately from hazardous materials						
• Material containers are labeled correctly						
• Lightbulbs are replaced when burnt-out						
• Fluorescent tube boxes are labeled "used lamps"						
• Mops are cleaned and hung after use, and mop buckets are dumped						
• All tools are returned to proper storage areas after use						
• Refrigerators are kept clean and defrosted						
• All areas are free of trip and slip hazards						

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• Bathroom facilities are maintained in good sanitary condition						
• Hand soap and paper towels are provided at every sink						
• Kitchen and eating areas are clean and sanitary						
• Overhead objects are secured so they don't fall						
<b>Ladder Safety</b>						
• Ladders are inspected for damage before every use						
• Use of aluminum ladders in close proximity to power lines is prohibited						
• "Safety feet" are on all ladders						
• Documentation that employees are properly trained						
<b>Machine Safety/Guarding</b>						
• Safety guards are in place at point of operation and at all feed mechanisms						
• Safety guards are around mechanical systems, such as pulleys, belts, flywheels, cams, etc.						
• Power transmission points have safe cords and connections						
• All pulleys and belts that are within 7 feet of the floor or working level are properly guarded						
• Equipment and machinery are securely mounted or anchored to prevent movement or tipping						
• Emergency stop buttons are accessible and clearly identified						
• Work rests used on grinders are kept adjusted to within 1/8 inch of the wheel						
• Table saws are equipped with blade guards, spreader bars, and anti-kickback devices						
• Bench grinders are properly secured to the work bench						
• Radial arm saws are equipped with upper and lower blade guards, and anti-kickback devices						
• Provisions are made to prevent equipment from automatically starting after the power is restored following power interruptions or shutdowns						
• Appropriate measures been taken to safeguard workers against noise hazards						
<b>Materials Handling</b>						
• Hand trucks are properly loaded						
• Operators are pushing, not pulling, hand trucks						
• Instructed in proper lifting techniques						
<b>Power Tool Safety</b>						
• Operators are dressed appropriately, avoiding loose clothing, jewelry, sandals, or open-toed shoes						

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• PPE is provided per equipment specifications ( safety glasses, chaps, etc.)						
• Effective guards are in place over all belts, pulleys, chains, sprockets, and nip points						
• Tools are inspected periodically for damage and wear						
• Tools are turned off when adjusting, oiling, repairing or changing parts or attachments						
• All power tools have the correct shield, guard, or attachments recommended or provided by the manufacturer						
• All cord-connected, electrically operated tools and equipment are effectively grounded or have the approved double-insulated type cord						
• Ground fault circuit interrupters (GFCI) are installed on all temporary electrical 15 to 20 amp circuits						
• Pneumatic and hydraulic hoses on power-operated tools are in good working condition						
• Pneumatic tools are required to be operated at the recommended PSI level						
<b>Warehouse</b>						
• Restraint system or chocking is in place to prevent trailer/truck creep						
• Stacking procedures are reviewed						
• Machines are not being overloaded						
• Empty pallet storage is limited inside the facility						
• Pallets are checked on a routine basis for cracks, structural damage, etc.						
• Pallets are inspected before loading and protruding nails and staples are removed						
<b>Slips, Trips, and Falls</b>						
• Floors are clear of litter and/or spilled liquid						
• Floor surfaces are not chipped and uneven, carpeting does not show worn spots or holes						
• Aisles and walkways are free of boxes, wastebaskets, chairs, and other obstacles that impede traffic						
• Employees understand they are not allowed to stand on chairs, desks, boxes, drawers, or other improvised ladders						
• Floors are dry and free of slip hazards						
• "Wet Floor" signage is used and removed in a timely manner						
• Floors and walkways are free of trip hazards						
• Snow and Ice Removal Plan is in place						
• Facility is well lit						
<b>Stairs/Stairways and Elevators</b>						

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Checklist Item	Yes	No	N/A	Hazard/Location	Corrective Action	Initial & Date
• Stair handrails, treads, and risers are in good condition						
• Standard handrails are installed on all stairs having four or more risers						
• Adequate lighting in place						
• Stairs are free of litter, boxes, scraps, objects and spills						
• Steps, sidewalks and walk areas are clean of snow and ice						
• Changes of elevation or direction are marked or easily recognized						
• Doors to stairwell open and close properly						
• Elevators are classified and used according to load requirements						
• Elevator floor and sill are in good repair and free of tripping hazards						
• Elevator pit in good condition, free of debris, with a minimum of 2 ft. between the lowest projection on the underside of the platform						
• Elevator has adequate ventilation						
<b>Working Surfaces/Platforms/Ladders/Scaffolds</b>						
• Material stored on elevated surfaces piled, stacked, or racked in a manner to prevent tipping, falling collapsing, or rolling						
• Permanent means of access and egress is provided for elevated storage and work surfaces						
• Standard guardrails are provided along open sided floors elevated more than 4 feet						
• All ladders are maintained in good condition, and joints between the steps and side rails are tight						
• Ladder rungs and steps are free of grease and oil						
• Non-slip safety feet are provided on each ladder						
• Ladders are regularly inspected for damage, sharp edges or splinters						
• Scaffolding is constructed, maintained, and placed in accordance with structural manufacturer's specifications						
<b>Vehicles</b>						
• State Fleet regular operators (those who drive monthly) complete the four-hour National Safety Council Defensive Driving Course, along with a refresher course every four years as required						
• All drivers and passengers use seat belts while operating or riding in state fleet or personal vehicles while on NDSU business						
• Motorized vehicles and mechanized equipment are inspected daily or prior to use						
• Vehicles are shut off and brakes set prior to loading and unloading						
• Riding on or in the back of an open vehicle is prohibited						
<b>Hoisting Equipment</b>						

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• Hoists and lifting apparatus are inspected by a qualified individual at regular intervals						
• All load hooks are equipped with safety gates or latches to prevent loads from coming uncoupled or unconnected						
• Kinked or damaged chokers, slings, or hoist ropes are removed from service or discarded						
• Hoist controls are clearly marked to indicate the direction of travel or motion						
• The rated load capacity of each hoist is clearly marked and visible to the operator						
<b>Exterior General</b>						
• Parking lot is free of hazardous breakup, damage and debris						
• Sidewalks are free of hazardous cracks, break-ups, damage and debris						
• Dead tree limbs are trimmed and removed						
• Vegetation has been cut back from the buildings						
• Parking area has adequate lighting						
• Handicapped parking is clearly marked						
• Fire hydrants and fire department connections are unobstructed and clear						
• Combustible storage is maintained at a safe distance from buildings						
• Emergency exit doors and walkways are kept clear of snow or other obstructions						
<b>Waterfront Facilities</b>						
• Signs are posted relative to waterfront safety (warnings, rules, regulations, etc.)						
• Beaches are free of debris						
• All regulatory signs, markers, buoys, and warning or marking devices are placed, marked and meet specifications in accordance with North Dakota Administrative Rule 30-05-01-07 and N.D.C.C. 20.1-13-12 and 20.1-13-14						
• All missing, broken, weak or rotting deck, and structural lumber has been replaced or repaired						
• Life jackets, floatation devices and rescue equipment is available						
• Boat ramps are clear of excess debris and damaged surfaces have been repaired						
<b>Office Areas</b>						
• Computer areas are free from combustible storage						
• All travel paths leading to exits are free of obstructions						

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<ul style="list-style-type: none"> <li>• The work area is clean and orderly</li> </ul>						
<ul style="list-style-type: none"> <li>• Computer areas are ergonomically designed                             <ul style="list-style-type: none"> <li>a) Adjustable Chairs</li> <li>b) Adjustable keyboard</li> <li>c) Adjustable monitor</li> <li>d) Footrest and phone rests available</li> </ul> </li> </ul>						
<ul style="list-style-type: none"> <li>• Telephone and electrical cords are out of the way and in good repair</li> </ul>						
<ul style="list-style-type: none"> <li>• Power strips are available, but are not allowed to be plugged into another power strip (piggy back)</li> </ul>						
<ul style="list-style-type: none"> <li>• Extension cords are not allowed</li> </ul>						
<ul style="list-style-type: none"> <li>• Furniture and fixtures are free of sharp edges and in good repair</li> </ul>						
<ul style="list-style-type: none"> <li>• Carpets are free of holes and tears. Rugs are non-slip</li> </ul>						
<ul style="list-style-type: none"> <li>• Heavy file boxes are stored on lower shelves and stable stools and ladders with safety treads are available to reach files on higher shelves</li> </ul>						
<ul style="list-style-type: none"> <li>• Equipment is stored and maintained properly</li> </ul>						
<b>Animal Care and Use</b>						
<ul style="list-style-type: none"> <li>• Occupational Health &amp; Safety Program is established and implemented</li> </ul>						
<ul style="list-style-type: none"> <li>• Hazard identification and risk assessments are completed for all personnel</li> </ul>						
<ul style="list-style-type: none"> <li>• Program for medical evaluation and preventive medicine is in place and implemented for all personnel</li> </ul>						
<ul style="list-style-type: none"> <li>• Along with above inspection process, a semiannual facilities inspection is completed by the IACUC Inspection Team</li> </ul>						
<ul style="list-style-type: none"> <li>• All animals being held or used for any purpose are covered by IACUC approval</li> </ul>						
<b>Records</b>						
<ul style="list-style-type: none"> <li>• Documentation is maintained for all employees completing the Annual Baseline Safety</li> </ul>						
<ul style="list-style-type: none"> <li>• Documentation is maintained for employees completing the Annual Supervisor Safety Training</li> </ul>						
<ul style="list-style-type: none"> <li>• Documentation of training on regulatory requirements is maintained for all personnel involved in animal care and use</li> </ul>						
<b>Asbestos</b>						
<ul style="list-style-type: none"> <li>• Known asbestos containing material is in good condition</li> </ul>						
<ul style="list-style-type: none"> <li>• Remodeling does not take place without prior assessment of existing building materials for asbestos content</li> </ul>						
<b>Radiation</b>						

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<ul style="list-style-type: none"> <li>All workers at facilities where licensed radioactive material is present have completed training for ancillary personnel that is contained in the Baseline Safety Training</li> </ul>						
<ul style="list-style-type: none"> <li>Workers using radioactive materials have completed Radiation Safety Training in past five year period</li> </ul>						
<ul style="list-style-type: none"> <li>Radioactive material containing devices have been leak tested at six month intervals</li> </ul>						
<ul style="list-style-type: none"> <li>Users of Radioactive Material and devices wear appropriate exposure badges</li> </ul>						
<ul style="list-style-type: none"> <li>Radiation specific posting and signage is present including Notice to Employees, Radiation Safety Guide and Caution Radioactive Materials</li> </ul>						
<ul style="list-style-type: none"> <li>Radioactive Material is not disposed of in ordinary trash</li> </ul>						
<ul style="list-style-type: none"> <li>A copy of the NDSU Radiation Safety manual is available</li> </ul>						
<ul style="list-style-type: none"> <li>Radiactive Material and devices are secure behind two distinct, lockable barriers</li> </ul>						
<b>Other</b>						
<ul style="list-style-type: none"> <li>North Dakota State University does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, Vietnam Era Veterans status, sexual orientation, marital status, or public assistance status. Direct inquiries to the Executive Director and Chief Diversity Officer, 202 Old main, (701) 231-7708</li> </ul>						