

# 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 approved 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							
• Approved containers are used for dispensing flammable/combustible liquids							
• 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 have completed the Lab Safety Course							
• Documentation of initial and annual refresher training in the Hazard Communications Program							
<b>Compressors</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							
<b>Compressed Gas</b>							
• Storage areas for compressed gas cylinders are well ventilated, fire proof and dry							
• Cylinders are properly labeled to identify their contents							

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<ul style="list-style-type: none"> <li>• Stored oxygen and flammable gas cylinders are separated by a minimum of 20 feet or a fire-resistant partition placed between the oxygen and fuel gas cylinders</li> </ul>						
<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>Weather Related Working Conditions</b>						
<ul style="list-style-type: none"> <li>• Specific guidelines exist for keeping workers safe in extreme temperatures</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 provided areas to warm up or cool down</li> </ul>						
<ul style="list-style-type: none"> <li>• Employees are wearing clothing appropriate for their environment</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>• Lockout/Tagout procedures are reviewed periodically and employees follow proper protocol</li> </ul>						
<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>• 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 protective 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</li> </ul>						
<ul style="list-style-type: none"> <li>• Cords are not too tight; have proper slack</li> </ul>						
<ul style="list-style-type: none"> <li>• All electrical cords, equipment, and devices are properly grounded and in good repair</li> </ul>						

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• Extension cords are not used in place of permanent wiring and are for temporary use to portable appliances 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)						
• Three feet 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 a Nationally Recognized Testing Laboratory (NRTL) 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						
• Exits are kept clear of obstructions at all times (including snow and ice)						
• Defined instructions on how to account for personnel during an evacuation exist and are followed						
<b>Personal Protective Equipment (PPE)</b>						
• Employees are properly trained in the use and wear of personal protective equipment and procedures						
• Employees always wear PPE where applicable						
• PPE policy is periodically reviewed, especially when implementing new equipment and processes						
• Helmets and hard hats are in good condition and fire resistant						
• Approved respirators are provided for regular or emergency use where appropriate						
• Respirator users are enrolled in the Respiratory Protection Program						
• Respirator fit tests are conducted on an annual basis						
• 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						

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• Fire extinguishers are mounted in a well marked, accessible location						
• Sprinkler Alarm/Fire Alarm Systems are tested annually and repaired if needed by a certified company						
• Fire extinguishers are inspected annually and serviced by a certified company						
• 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						
• Strikers are on all extinguishers cabinets that require them						
• 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						
• 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 are self closing and latch properly						
• Fire and smoke barrier doors are adjusted for proper closure if needed						
• Flammable liquids are kept in approved containers						
• 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>						
• First aid kits are compliant with current regulations						
• Employees know first aid location						
• First aid kits are accessible, stocked and inspected on a regular basis						
• First aid kits inspections are documented						
• First aid kits do not contain oral medications						
• Emergency eyewash stations and showers for exposure to acids, caustics, corrosives are available, in good working order, and are checked and on an annual basis						
<b>Forklift Safety</b>						
• All operators are properly trained and evaluated						
• Seatbelt is worn at all times						
• Forklifts are being loaded correctly						
• Forklift has cage for driver protection in case of tip over						
• Speed limits are posted and enforced						

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• 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>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						
• Spent fluorescent tube boxes are labeled "used lamps" and dated						
• 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 freezers defrosted						
• All areas are free of trip and slip hazards						
• 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>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 guarded connections						
• 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						

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Checklist Item	Yes	No	N/A	Hazard/Location	Corrective Action	Initial & Date
• 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 have been taken to safeguard workers against noise hazards						
<b>Material Handling</b>						
• Hand trucks are properly loaded						
• Operators are pushing, not pulling, hand trucks						
• Operators instructed in proper lifting techniques						
<b>Power Tool Safety</b>						
• Operators are dressed appropriately, avoiding loose clothing, jewelry, sandals, or open-toed shoes						
• 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						
<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.						

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<ul style="list-style-type: none"> <li>Pallets are inspected before loading and protruding nails and staples are removed</li> </ul>						
<b>Slips, Trips and Falls</b>						
<ul style="list-style-type: none"> <li>Floor surfaces are not chipped and uneven, carpeting does not show worn spots or holes</li> </ul>						
<ul style="list-style-type: none"> <li>Aisles and walkways are free of boxes, wastebaskets, chairs, and other obstacles that impede traffic</li> </ul>						
<ul style="list-style-type: none"> <li>Employees understand they are not allowed to stand on chairs, desks, boxes, drawers, or other improvised ladders</li> </ul>						
<ul style="list-style-type: none"> <li>Floors are dry and free of slip/trip hazards (liquid, grease, litter, etc.)</li> </ul>						
<ul style="list-style-type: none"> <li>"Wet Floor" signage is used and removed in a timely manner</li> </ul>						
<ul style="list-style-type: none"> <li>Snow and Ice Removal Plan is in place</li> </ul>						
<ul style="list-style-type: none"> <li>Adequate lighting in place</li> </ul>						
<b>Stairs/Stairways and Elevators</b>						
<ul style="list-style-type: none"> <li>Stair handrails, treads and risers are in good condition</li> </ul>						
<ul style="list-style-type: none"> <li>Standard handrails are installed on all stairs having four or more risers</li> </ul>						
<ul style="list-style-type: none"> <li>Stairs are free of litter, boxes, scraps, objects and spills</li> </ul>						
<ul style="list-style-type: none"> <li>There is no combustible storage within protected stairwells including any space, closets or rooms at the base of the stairs.</li> </ul>						
<ul style="list-style-type: none"> <li>Steps, sidewalks and walk areas are clean of snow and ice</li> </ul>						
<ul style="list-style-type: none"> <li>Changes of elevation or direction are marked or easily recognized</li> </ul>						
<ul style="list-style-type: none"> <li>Doors to stairwell open and close properly</li> </ul>						
<ul style="list-style-type: none"> <li>Elevators are classified and used according to load requirements</li> </ul>						
<ul style="list-style-type: none"> <li>Elevator floor and sill are in good repair and free of tripping hazards</li> </ul>						
<ul style="list-style-type: none"> <li>Elevator pit in good condition, free of debris, with a minimum of 2 ft. between the lowest projection on the underside of the platform</li> </ul>						
<ul style="list-style-type: none"> <li>Elevator has adequate ventilation</li> </ul>						
<b>Working Surfaces/Platforms/Ladders/Scaffolds</b>						
<ul style="list-style-type: none"> <li>Material stored on elevated surfaces piled, stacked or racked in a manner to prevent tipping, falling, collapsing or rolling</li> </ul>						
<ul style="list-style-type: none"> <li>Permanent means of access and egress is provided for elevated storage and work surfaces</li> </ul>						
<ul style="list-style-type: none"> <li>Standard guardrails and toe boards are provided along open sided floors elevated more than 4 feet</li> </ul>						
<ul style="list-style-type: none"> <li>All ladders are maintained in good condition, and joints between the steps and side rails are tight</li> </ul>						
<ul style="list-style-type: none"> <li>Ladder rungs and steps are free of grease and oil</li> </ul>						
<ul style="list-style-type: none"> <li>Non-slip safety feet are provided on each ladder</li> </ul>						

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Checklist Item	Yes	No	N/A	Hazard/Location	Corrective Action	Initial & Date
• Ladders are regularly inspected for damage, sharp edges or splinters						
• Scaffolding is constructed, maintained and placed in accordance with structural manufacturer's specifications						
• Use of aluminum ladders in close proximity to power lines is prohibited						
• Documentation that employees are properly trained						
<b>Vehicles</b>						
• State Fleet regular operators (those who drive monthly) complete the 4-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						
• Keys are removed and secured when vehicles are not in use						
• Vehicles are shut off and brakes set prior to loading and unloading						
• Riding on or in the back of an open vehicle is strictly prohibited						
<b>Hoisting Equipment</b>						
• 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, breakup 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, ice and other obstructions						



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Checklist Item	Yes	No	N/A	Hazard/Location	Corrective Action	Initial & Date
<b>Office Areas</b>						
• Computer areas are free from combustible storage						
• All travel paths leading to exits are free of obstructions						
• The work area is clean and orderly						
• Computer areas are ergonomically designed: adjustable chairs, adjustable keyboard, adjustable monitor, footrest, phone rests or headsets available						
• Telephone and electrical cords are out of the way and in good repair						
• Power strips are available, but are not allowed to be plugged into another power strip (piggy back)						
• Extension cords are not allowed						
• Furniture and fixtures are free of sharp edges and in good repair						
• Carpets are free of holes and tears, and rugs are non-slip						
• Heavy file boxes are stored on lower shelves and stable stools and ladders with safety treads are available to reach files on higher shelves						
• Equipment is stored and maintained properly						
<b>Animal Care and Use</b>						
• Occupational Health & Safety Program is established and implemented						
• Hazard identification and risk assessments are completed for all personnel with substantial animal contact						
• Program for medical evaluation and preventive medicine is in place and implemented for all personnel						
• Along with above inspection process, a semi-annual facilities inspection is completed by the IACUC Inspection Team						
• All animals being held or used for any purpose are covered by IACU approval						
<b>Records</b>						
• Documentation is maintained for all employees completing the Annual Baseline Safety						
• Documentation is maintained for employees completing the Annual Supervisor Safety Training						
• Documentation is maintained for employees completing Department Specific Safety Training						
• Documentation of training on regulatory requirements is maintained for all personnel involved in animal care and use						
<b>Asbestos</b>						
• Known asbestos containing material is in good condition						

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<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>						
<ul style="list-style-type: none"> <li>All workers at facilities where licensed radioactive material is present have completed Baseline Safety Training for ancillary personnel</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 postings and signage are 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 handbook is available</li> </ul>						
<ul style="list-style-type: none"> <li>Radioactive material and devices are secure behind two distinct, lockable barriers</li> </ul>						
<b>Employee Housing Facilities</b>						
<ul style="list-style-type: none"> <li>Smoke detectors are located in each bedroom, in hallways outside each bedroom and on every level of the home</li> </ul>						
<ul style="list-style-type: none"> <li>Fire extinguisher recommended in the kitchen area</li> </ul>						
<ul style="list-style-type: none"> <li>Carbon monoxide detector if fuel fired equipment or if attached garage</li> </ul>						
<ul style="list-style-type: none"> <li>2 story homes - recommend an escape ladder</li> </ul>						
<ul style="list-style-type: none"> <li>GFCI's in the Kitchen and Bathrooms</li> </ul>						
<ul style="list-style-type: none"> <li>Gas is not stored in the basement or in the house</li> </ul>						
<ul style="list-style-type: none"> <li>Propane tanks are stored outdoors (See LPG section)</li> </ul>						
<ul style="list-style-type: none"> <li>Dryer is vented outside and has a metal flex cord</li> </ul>						
<ul style="list-style-type: none"> <li>Avoid using halogen lighting</li> </ul>						
<ul style="list-style-type: none"> <li>Railing on stairs are securely fastened</li> </ul>						
<ul style="list-style-type: none"> <li>Windows are not painted shut and can be opened easily</li> </ul>						
<ul style="list-style-type: none"> <li>Electrical outlets are in good condition and have covers</li> </ul>						
<ul style="list-style-type: none"> <li>Electrical panel is labeled, accessible and has proper cover plates</li> </ul>						
<ul style="list-style-type: none"> <li>Carpet and tile floors are in good condition</li> </ul>						
<ul style="list-style-type: none"> <li>Plumbing fixtures are all in good working conditions</li> </ul>						
<ul style="list-style-type: none"> <li>Evidence of water penetration (stains, mold/mildew, odors, etc.) is addressed</li> </ul>						
<ul style="list-style-type: none"> <li>Heating and cooling systems are working adequately</li> </ul>						

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<ul style="list-style-type: none"> <li>• Any loose plaster or paint chips</li> </ul>						
<ul style="list-style-type: none"> <li>• Sheetrock completed on side of the living space in the attached garage</li> </ul>						
<ul style="list-style-type: none"> <li>• An emergency plan is in place if you have to get out of your home</li> </ul>						
<b>Liquid Petroleum Gas (LPG)</b>						
<ul style="list-style-type: none"> <li>• LPG tanks cannot be stored within buildings</li> </ul>						
<ul style="list-style-type: none"> <li>• LPG tanks must be stored outside and away from any building openings (doors, windows, vents etc...)</li> </ul>						
<ul style="list-style-type: none"> <li>• LPG tanks stored upright or if on side, with relief valve facing up</li> </ul>						
<ul style="list-style-type: none"> <li>• LPG tanks must be secured and protected from physical damage</li> </ul>						
<p>NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Vice Provost, Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, Fargo, ND, 58108, 701-231-7708, <a href="mailto:ndsuoaa@ndsu.edu">ndsuoaa@ndsu.edu</a></p>						