

# The University of Tennessee, Knoxville

## Safety Review Checklist

**Building:** \_\_\_\_\_ **Unit Head:** \_\_\_\_\_

**Date of Review:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Person Performing The Review:** \_\_\_\_\_

This checklist is designed to be used for a "Self-Safety Review" conducted by facility occupants. Items not pertaining directly to the area being reviewed should be so indicated by N/A in the "YES" blank.

**NOTE:** All "NO" responses should be explained in the narrative section at the end of the checklist.

### A. BUILDING (CONDITION)

1. Are doors in good working condition and do they fit properly? YES\_\_\_ NO\_\_\_
2. Is the ceiling in good condition? YES\_\_\_ NO\_\_\_
3. Are the walls in good condition? YES\_\_\_ NO\_\_\_
4. Are the windows in good condition? YES\_\_\_ NO\_\_\_
5. Are the floors in good condition? YES\_\_\_ NO\_\_\_
6. Are the stairs & stair rails in good condition & unobstructed? YES\_\_\_ NO\_\_\_
7. Is there sufficient lighting? YES\_\_\_ NO\_\_\_
8. Does the heating & ventilation system appear to be safe? YES\_\_\_ NO\_\_\_
9. Are restrooms (or locker rooms) free of observable safety hazards & clean? YES\_\_\_ NO\_\_\_
10. Are the furnishings and other furniture free from observable safety hazards? YES\_\_\_ NO\_\_\_

### B. FIRE PROTECTION

1. Where fire protection sprinklers are installed: YES\_\_\_ NO\_\_\_

- a. Are sprinkler heads (ceiling nozzles) unobstructed? YES\_\_\_ NO\_\_\_
- b. Are heads clear of storage within 18 inches? YES\_\_\_ NO\_\_\_
- c. Are heads free from paint or other masking substances? YES\_\_\_ NO\_\_\_
- d. Are employees aware they should not hang anything on sprinkler heads and or pipes? YES\_\_\_ NO\_\_\_
- 2. Do all employees know the locations of fire extinguishers? YES\_\_\_ NO\_\_\_
- 3. Are emergency alarm activation pull stations unobstructed? YES\_\_\_ NO\_\_\_
- 4. Have all employees been provided with a copy of "Guidelines for Evacuation of Facilities in Emergency Conditions"? YES\_\_\_ NO\_\_\_
- 5. Have all employees been encouraged to review the emergency evacuation guidelines? YES\_\_\_ NO\_\_\_
- 6. Are fire extinguishers easily accessible and free from blockage? YES\_\_\_ NO\_\_\_
- 7. Are all areas free from debris that could sustain a fire? YES\_\_\_ NO\_\_\_
- 8. Are possible sources of ignition such as deteriorated electrical equipment, open flames, etc. controlled? YES\_\_\_ NO\_\_\_

**C. HOUSEKEEPING:**

- 1. Is the work area clean and orderly? YES\_\_\_ NO\_\_\_
- 2. Are aisles and passageways kept clear of obstructions? YES\_\_\_ NO\_\_\_
- 3. Are permanent aisles and passageways clearly marked or visible? YES\_\_\_ NO\_\_\_
- 4. Are covers and guardrails in place around floor openings, ramps etc.? YES\_\_\_ NO\_\_\_
- 5. Are approved metal containers used for all oily rags and other self-combusting materials? YES\_\_\_ NO\_\_\_
- 6. Are areas free of tripping or slipping hazards? YES\_\_\_ NO\_\_\_

- 7. Is the building clean and in a sanitary condition? YES\_\_\_ NO\_\_\_
- 8. Is pest control adequate? YES\_\_\_ NO\_\_\_

**D. MEANS OF EXIT (Escape)**

- 1. Do employees have easy access to emergency exits? YES\_\_\_ NO\_\_\_
- 2. Are exit doors kept unlocked to allow escape? YES\_\_\_ NO\_\_\_
- 3. Are exits clearly marked? YES\_\_\_ NO\_\_\_
- 4. Are exits and exit routs equipped with emergency lighting? YES\_\_\_ NO\_\_\_
- 5. Are exit doors equipped with easily operable latching devices? YES\_\_\_ NO\_\_\_

**E. PERSONAL PROTECTIVE EQUIPMENT (Gloves, coveralls, respirators, etc.)**

- 1. Is adequate equipment provided, and used? YES\_\_\_ NO\_\_\_
- 2. Is equipment reliable? YES\_\_\_ NO\_\_\_
- 3. Is equipment kept properly maintained and clean? YES\_\_\_ NO\_\_\_
- 4. Is training provided to employees on how to properly use equipment? YES\_\_\_ NO\_\_\_

**F. MATERIALS HANDLING AND STORAGE**

- 1. Is adequate clearance provided in aisles where materials are stored? YES\_\_\_ NO\_\_\_
- 2. Are materials stacked in such a manner that the possibility of accidental falling is controlled? YES\_\_\_ NO\_\_\_
- 3. Are signs warning of clearance limits posted? YES\_\_\_ NO\_\_\_
- 4. Are powered industrial truck (forklift) operators properly trained? YES\_\_\_ NO\_\_\_
- 5. Are forklifts properly operated? YES\_\_\_ NO\_\_\_

**G. MACHINE GUARDING**

- 1. Are point-of-operation (areas that could catch and damage YES\_\_\_ NO\_\_\_

body parts) guards in place and working on all operating equipment?

- 2. Are all belts and pulleys located less than seven (7) feet from the floor (and within reach of workers) guarded? YES\_\_\_ NO\_\_\_
- 3. Are spinning parts guarded? YES\_\_\_ NO\_\_\_
- 4. Are cooling fans guarded with the openings in the guard no greater than 1/2 inch in any dimension? YES\_\_\_ NO\_\_\_

**H. ELECTRICAL**

- 1. Does all equipment (requiring grounding) appear to be properly grounded? YES\_\_\_ NO\_\_\_
- 2. Are portable hand tools equipped for grounding or are they double insulated? YES\_\_\_ NO\_\_\_
- 3. Do junction boxes have proper covers? YES\_\_\_ NO\_\_\_
- 4. Are extension cords kept out of the aisles where they may be abused by traffic? YES\_\_\_ NO\_\_\_
- 5. Does all wiring appear in good condition? YES\_\_\_ NO\_\_\_
- 6. Are extension cords in good physical condition and properly used? YES\_\_\_ NO\_\_\_
- 7. Does the system appear adequate so that there are not too many pieces of equipment plugged into a single outlet fixture? YES\_\_\_ NO\_\_\_

**NARRATIVE AND COMMENTS (Any other noted problems should be identified in this section) (All 'NO' RESPONSES SHOULD BE EXPLAINED)**

---

---

---

---

---

