

**LAMAR STATE COLLEGE-PORT ARTHUR**  
**ANNUAL DEPARTMENTAL SAFETY CHECKLIST**

AGENCY Lamar State College-Port Arthur DEPARTMENT \_\_\_\_\_

SURVEY COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

		<b><u>SATISFACTORY</u></b>		
		<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>N/A</u></b>
1.	Is the general housekeeping satisfactory?	_____	_____	_____
2.	Are the aisles and hallways clear of boxes, cartons and other obstructions?	_____	_____	_____
3.	Are file cabinet drawers closed when not in use?	_____	_____	_____
4.	Are employees cautioned to open only one drawer of a multi drawer filing cabinet one at a time?	_____	_____	_____
5.	Are shelves and filing cabinets, which may tip over, secured?	_____	_____	_____
6.	Is there a safety step stool or step ladder available to reach high shelves?	_____	_____	_____
7.	Are plastic chair mats turned when edges curl more than 1/4" from the floor?	_____	_____	_____
8.	Are floor surfaces, carpets, stairways, etc., free from defects?	_____	_____	_____
9.	Are aisles or walkways clear of electrical/phone cords?	_____	_____	_____
10.	Are water or liquid spills on the floor promptly mopped up?	_____	_____	_____
11.	Are floors too slick due to buffing or wax application?	_____	_____	_____
12.	Are warning signs posted when floors are being wet mopped or waxed?	_____	_____	_____
13.	In your area is there evidence of roof leaks (ceiling panels, walls, floors. etc.)?	_____	_____	_____
14.	In your area are there ceiling panels loose, deteriorated, missing, or in danger of falling?	_____	_____	_____

**ANNUAL DEPARTMENTAL SAFETY CHECKLIST (continued)**

		<b><u>SATISFACTORY</u></b>		
		<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>N/A</u></b>
15.	Do mechanical ventilation and air conditioning systems provide an adequate flow of air (poor air movement, stale odors, etc.)?	___	___	___
16.	Are portable fans guarded with a fine mesh screen with openings no more than 1/2" in diameter?	___	___	___
17.	Is the illumination level adequate for the work activity being performed?	___	___	___
18.	Is there a first aid kit available and properly stocked?	___	___	___
19.	Is personal protective equipment available, serviceable, used when needed, and/or properly stored (if applicable)?	___	___	___
20.	Are there readily accessible fire extinguishers?	___	___	___
21.	Do fire extinguishers have current tags?	___	___	___
22.	Are employees properly instructed by supervisor on safe use of machinery, flammable, cleaning solutions, etc. (if applicable)?	___	___	___

**LABS**

1.	Are students instructed on safe use of lab equipment, protective equipment (eye wash stations) etc.?	___	___	___
2.	Are eye wash stations or other emergency equipment in good working order?	___	___	___

**ELECTRICAL**

1.	Are there lightweight electrical extension cords being run long distances?	___	___	___
2.	Are electrical wall plugs and switch covers in place?	___	___	___
3.	Is there exposed wiring, or are there broken plugs, missing prongs on electrical wiring or equipment?	___	___	___
4.	Have problems occurred from electrical overloads (breakers tripping, arcing, etc.)?	___	___	___

**ANNUAL DEPARTMENTAL SAFETY CHECKLIST (concluded)**

**SATISFACTORY**  
**YES   NO   N/A**

5. Are portable electrical heaters unplugged when not in use or unattended; are they UL approved and is wiring and heater in good condition?      \_\_\_\_\_

**FIRE/EGRESS**

1. Are emergency phone numbers and evacuation plans current and posted?      \_\_\_\_\_
2. Is there an alarm system to warn employees in case of fire/emergency evacuation?      \_\_\_\_\_
3. Are emergency egress routes and exits properly marked and identified?      \_\_\_\_\_
4. Are there obstructions in egress routes or exits?      \_\_\_\_\_
5. Are fire extinguishers easily accessible?      \_\_\_\_\_
6. Do employees know how to use portable fire extinguishers?      \_\_\_\_\_

**COMMENTS:**