



## **Health & Safety Site Inspection Program**

### **Purpose & Scope**

This program establishes the requirement for the health and safety inspection program at Fayetteville State University concerning conducting inspections/audits and reporting safety and health hazards. It applies to all FSU employees and locations.

### **Program Statement**

An inspection program can be viewed as a fact-finding tool with emphasis on locating potential hazards that can adversely affect health and safety of university employees and customers. Its primary purpose is to detect potential hazards, so they can be corrected before an accident occurs. An inspection can determine conditions that need to be corrected or improved to bring operations up to acceptable standards, both from safety and from operational standpoints. Secondary purposes are to improve operations and thus to increase efficiency, effectiveness, and productivity. While management ultimately has the responsibility for inspecting the workplace, authority for carrying out the actual inspection process extends throughout the organization.

### **Roles & Responsibilities**

**EHS Officer / Professional** is responsible for the following:

- Ensures that a written program is in place
- Reviews the program periodically and monitors to ensure compliance with this program
- Conducts annual health and safety inspections of each building
- Provides technical knowledge to managers/supervisor on resolving unsafe behaviors or conditions

**Manager/Supervisor** is responsible for the following:

- Observes employees and assigned work area(s) for unsafe behaviors or conditions
- Identifies and corrects any unsafe behaviors or conditions that need immediate corrective actions
- Communicates any unsafe conditions or behaviors to the EHS Officer / Professional
- Voluntarily conducts health and safety inspection of work area

**Employee** is responsible for the following:

- Alerts and personally corrects, if possible, any unsafe behaviors or conditions within their individual work area. In the event that the hazard cannot be immediately corrected, the employee must immediately report the situation to his/her supervisor.

## Implementation

### Conducting a Health and Safety Inspection

Health and safety inspections should involve everyone. Managers, supervisors, lead and designated employees, and the EHS Officer / Professional will:

1. Use the Health & Safety site Inspection Checklist (Attachment 1) as a guide and to annotate deficiencies
2. Document all applicable inspection deficiencies that relate to the building / worksite
3. Document all other identified hazards in the section titled "OTHER"  
*NOTE: Imminent Danger – If it is determined that an unsafe condition or behavior exists, which could reasonably be expected to cause death or serious injury immediately, or before the imminence of such danger can be eliminated through a normal hazard abatement process, the inspector will appropriately post the hazard, notify employees in the immediate work area, contact the Manager/Supervisor and/or EHS Officer / Professional and initiate a hazard abatement process.*
4. On completion, report all findings to your manager/supervisor and the EHS Officer / Professional
5. Hazard Abatement: All unsafe behaviors or conditions identified must be corrected within a reasonable time frame. The inspection report will identify the priority for hazard abatement and suggest appropriate corrective action(s). Hazard abatement actions (corrective actions) which are not departmental and/or cannot be corrected in-house must be corrected either through the maintenance department (Work Order) or with the EHS Officer / Professional.
6. Correction of all identified deficiencies must be tracked by person(s) conducting the inspection until the hazard(s) have been mitigated.

### Recordkeeping

The **EHS Officer / Professional** will:

- Be responsible for maintaining annual inspections records

### Annual Review

The Health and Safety Inspection Program will be reviewed by the **EHS Officer / Professional**. The annual review will include all documents associated with this program including completed Health and Safety Inspection Checklists.



### Health & Safety Site Inspection Checklist

Inspector: \_\_\_\_\_ Building: \_\_\_\_\_ Date: \_\_\_\_\_

#### GENERAL FACILITY

<b>AISLES/EXITS/EGRESS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>1</b>	Minimum width of any aisle leading to an exit is at least 44 inches wide.			
<b>2</b>	Are exits marked, free of debris and readily accessible at all times?			
<b>3</b>	Is emergency lighting operating? (Test by using test button if you can do so from the ground or floor.)			
<b>4</b>	Can you see marked exits or exit signs from the aisles in your area? Are they illuminated?			
<b>5</b>	Are aisles and doorways kept clear; and free of obstructions with trip hazards minimized to permit visibility and movement?			
<b>6</b>	Are doors not used for egress (closets, offices, etc.) that could incorrectly be thought to be an exit labeled "NOT AN EXIT?"			
<b>7</b>	Are floor surfaces clean, dry, level, not slippery or sticky, and in good condition?			
<b>COMPRESSED GAS CYLINDERS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>8</b>	Are cylinders legibly marked to clearly identify the gas contained?			
<b>9</b>	Are cylinders stored away from heat source and do they have separation between flammables and oxidizers?			
<b>10</b>	Are cylinders located or stored in a manner to prevent them from creating a hazard by tripping, falling, or rolling? The cylinders should be stored upright and chained with protective cap in place (including empty containers).			
<b>11</b>	Are valve protector caps placed on cylinders when not in use?			
<b>12</b>	Are flammables and combustibles stored properly?			
<b>EMERGENCY, HEALTH AND SAFETY INFORMATION</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
<b>13</b>	Are area hazard sign visible, legible, understandable and in compliance with regulations?			
<b>14</b>	Are procedures established for alerting employees of an emergency in the workplace (i.e. fire and shelter)?			
<b>15</b>	Are fire alarm pull station locations marked and unobstructed?			
<b>16</b>	Are signs for emergency numbers, routes, and evacuation plans posted?			
<b>17</b>	Are the Evacuation Coordinators assigned?			
<b>18</b>	Do employees know who their Evacuation Coordinators are?			
<b>19</b>	Does the Evacuation Coordinators have their numbers readily available and functional?			
<b>20</b>	Is a copy of the Emergency Action Plan (EAP) for the area available for employees to read?			
<b>21</b>	Are employees trained on emergency procedures (primary and secondary routes)? Do they know where to go?			
<b>22</b>	Does the EAP include a way to alert employees, including disabled workers, to evacuate or take other action and include instructions on how to report emergencies?			

<b>FIRE EMERGENCY</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
23	Are fire extinguishers fully charged and have current inspection dates?			
24	Are fire extinguishers and hoses, mounted, visible, and accessible?			
25	Do employees know where the fire extinguishers are and how to use them?			
26	Do fire doors and shutters appear to be in good operating condition?			
<b>FIRE PREVENTION</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
27	Is there a minimum 18 inches clearance between storage and sprinkler heads?			
28	Are "NO SMOKING" areas enforced?			
29	Are electrical outlets or cords not overloaded? Only allowable number of connections (i.e., a 4-way outlet only has 4 pieces of equipment connected and not loaded with additional extension cords). NOTE: Isolated power not included.			
30	Are fire sprinkler heads unobstructed and free of dirt and corrosion?			
<b>HOUSEKEEPING/WORK ENVIRONMENT</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
31	Are desk/work and storage areas clean, organized, and sanitary?			
32	Are electrical/network cables organized to eliminate trip hazards?			
33	Are drawers of desks and file cabinets kept closed when not in use?			
34	Is all lighting lit and/or appear adequate for the task performed?			
35	Are floor openings covered and secure?			
36	Storage of combustible materials is kept neat and orderly.			
37	Boiler rooms, mechanical rooms, and electrical rooms are free of combustible storage.			
38	Oily rags are in proper containers that are emptied regularly.			
<b>FLAMMABLES/COMBUSTIBLES</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
39	Are hazardous materials properly stored?			
40	Are chemicals properly stored and returned to appropriate cabinet?			
41	Are safety cans in good condition (no corrosion, damage, etc.) with flame arrestor in place?			
42	Are flammable liquids stored in approved safety containers?			
43	Are materials that could burn kept away from ignition sources?			
44	Is area free of excessive trash or combustibles?			
45	Are the tops of the flammable cabinets clear (nothing stored on top)?			
<b>STRUCTURES</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
46	Ceiling tiles are not damaged, loose, or missing?			
<b>ELECTRICAL</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
47	All electrical cords are in good condition and there is no use of extension cords as permanent wiring.			
48	Extension cords and power strips are not daisy-chained to each other.			
49	There are at least 3 feet of clearance in front of all electrical panels.			
50	There are no open junction boxes or exposed electrical wiring.			
51	All electrical panels have a panel cover/door placed on them.			
<b>DOORS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
52	Fire doors are kept closed and not propped open.			
53	All roof access doors and hatches are locked.			
54	Fire doors and their hardware are properly arranged and maintained.			
<b>EYEWASHES, SAFETY SHOWERS AND DRENCH STATIONS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
55	Eyewashes and safety showers are unobstructed and accessible.			
56	Eyewash/safety showers are maintained and routinely tested.			

<b>HAZARD COMMUNICATION</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
57	Do employees know what an SDS (Safety Data Sheet) is, where to find them, and how to use them?			
58	Is each container of hazardous chemicals in the work area properly labeled by identifying the chemical it contains and marked with health hazards?			
59	Are all chemicals that are used in the facility listed in the SDS book and available?			
60	Is food separated and away from chemicals in the work area?			
<b>PERSONAL PROTECTION EQUIPMENT (PPE)</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
61	Are areas clearly marked as a "HEARING CONSERVATION" area, as needed?			
62	Are approved safety glasses, face shields, gloves, palm guards, aprons, clothing, and hearing protection used in required areas?			
63	Are employees using appropriate respirators for the work being done?			
64	Are respirators clean and stored properly?			
<b>MEDICAL SUPPLIES</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
65	Is a first aid kit available? If so, is it stocked in accordance with OSHA requirements?			
66	Is an AED available? If so, is it inspected in accordance with manufacture specifications?			
<b>OTHER</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
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## NC Fire Code Reference:

<b>EXITS</b>		
<b>No.</b>	<b>Code</b>	<b>Code Excerpt</b>
1	1018.3	Exits shall be continuous from the point of entry into the exit to the exit discharge.
2	1023.6	Exterior exit doors shall lead directly to the exit discharge or the public way.
3	1011.1	Exit signs are required in rooms or areas which require two or more exits. Main exterior exit door sign may be exempt.
4	1011.2	Exit signs shall be internally or externally illuminated at all times or shall be of the self-luminous type.
5	1003.6	Obstruction to exits shall not be placed in the required width and exits shall not be obstructed in any manner.
6	1006.1	The means of egress, including the exit discharge, shall be illuminated at all times the building space served by the means of egress is occupied.
<b>FIRE PROTECTION SYSTEMS</b>		
7	Tbl 906.3.1	Maximum travel distance to a fire extinguisher is 75 feet.
8	906.5	Fire extinguishers shall be in a conspicuous and readily available locations.
9	906.6	Fire extinguishers shall not be obstructed or obscured from view.
10	906.9	Fire extinguishers shall be installed so that its top is no more than 5 ft. above the floor if less than 40 pounds. For fire extinguishers over 40 pounds, the top no more than 3.5 ft. above the floor.
11	901.6	Fire extinguishers shall be serviced annually and shall have a current service tag attached.
12	901.6.2	Records of all system inspections, tests, and maintenance shall be maintained on the premises for a minimum of 3 years.
13	508.5.5	A 3-foot clear space shall be maintained around the circumference of fire hydrants.
<b>HOUSEKEEPING</b>		
14	315.2	Storage of combustible materials in buildings shall be maintained in a neat, orderly manner.
15	315.2	Storage shall be separated from heaters or heating devices by distance or shielding so that ignition cannot occur.
16	315.2.1	Storage shall be maintained 2 feet or more below the ceiling in a non-sprinklered building and 18 inches below sprinkler head deflectors in sprinklered areas of buildings.
17	315.2.2	Combustible materials shall not be stored in exits or exit enclosures.
18	315.2.3	Combustible materials shall not be stored in boiler rooms, mechanical rooms, or electrical equipment rooms.
19	304.3.1	Materials susceptible to spontaneous ignition, such as oily rags, shall be stored in listed disposal containers. (Self-closing lid)
20	3404.3.3.5.3	Shelf storage of flammable and combustible liquids shall be maintained in an orderly manner
<b>ELECTRICAL</b>		
21	605.4.1	Relocatable power taps shall be of polarized or grounded type, equipped with overcurrent protection and shall be listed.
22	605.4.2	Relocatable power taps shall be directly connected to a permanently installed receptacle.
23	605.4.3	Relocatable power taps shall not extend through walls, ceilings, floors, under doors, or floor coverings, or be subject to damage.

24	605.5	Extension cords shall not be a substitute for permanent wiring.
25	605.5	Extension cords and flexible cords shall not be affixed to structures, extended walls, ceilings, or floors.
26	605.5.1	Extension cords shall only be plugged directly into: approved receptacles, power taps, or multi-plug adapters.
27	605.5.3	Extension cords shall not contain splices or damage.
28	605.5.4	Extension cords shall be grounded when serving grounded portable appliances.
29	605.3	A working space and clearance of no less than 30 inches in width, 36 inches in Depth, and 78 inches in height shall be provided in front of electrical service equipment. (panel)
30	605.6	Open junction boxes and open wiring splices shall be prohibited. Approved covers shall be on all switch and outlet boxes.
31	605.3.1	Doors into electrical control panel rooms shall be marked with a plainly visible and legible sign stating, "ELECTRICAL ROOM or similarly approved"
<b>MISCELLANEOUS</b>		
32	505.1	New and existing buildings shall have approved address numbers plainly legible and visible from the street fronting the property. These numbers shall contrast with their background.
<b>HAZARDOUS MATERIALS</b>		
33	3404.3.3.5.3	Shelf storage of flammable and combustible liquids shall be orderly.
34	3404.3.4.4	Flammable and combustible liquids used for maintenance and the operation of equipment exceeding 10 gallons shall be stored in a liquid storage cabinet.
<b>FIRE PROTECTION</b>		
35	703.2	Fire doors and smoke barrier doors shall not be blocked, obstructed, or otherwise made inoperable.
36	703.2	Fire door assemblies shall not be modified.
37	703.2.3	Swinging fire doors shall close from the fully open position and latch automatically. The door closer shall exert enough force to close and latch the door from any partially open position.
38	703.2	Wooden or rubber door wedges and fold down feet that block open fire rated doors in the open position shall be removed and the door allowed to protect the opening in fire rated corridors.

## OSHA Code Reference 29 CFR 1910:

<b>EXITS</b>		
<b>No.</b>	<b>Code Reference</b>	<b>Code Excerpt</b>
39	<b>1910.36(a)(1)</b>	An exit route must be permanent. Each exit route must be a permanent part of the workplace.
40	<b>1910.36(c)(1)</b>	Each exit discharge must lead directly outside or to a street, walkway, refuge area, public way, or open space with access to the outside.
41	<b>1910.37(a)(3)</b>	Exit routes must be free and unobstructed. No materials or equipment may be placed, either permanently or temporarily, within the exit route. The exit access must not go through a room that can be locked, such as a bathroom, to reach an exit or exit discharge, nor may it lead into a dead-end corridor. Stairs or a ramp must be provided where the exit route is not substantially level. Implemented
42	<b>1910.37(b)(2)</b>	Each exit must be clearly visible and marked by a sign reading "Exit."
43	<b>1910.37(6)</b>	Each exit sign must be illuminated to a surface value of at least five foot-candles (54 lux) by a reliable light source and be distinctive in color. Self-luminous or electroluminescent signs that have a minimum luminance surface value of at least .06 footlamberts (0.21 cd/m <sup>2</sup> ) are permitted.
44	<b>Housekeeping 1910.22(a)(1)</b>	All places of employment, passageways, storerooms, and service rooms shall be kept clean, orderly, and in a sanitary condition.
45	<b>Exit Routes: Blocked 1910.37(a)(3)</b>	Exit routes must be free and unobstructed. No materials or equipment may be placed, either permanently or temporarily, within the exit route.
46	<b>Emergency Action Plan 1910.38</b>	An employer must have an emergency action plan whenever an OSHA standard in this part requires one. An emergency action plan must be in writing, kept in the workplace, and available to employees for review. Must include minimum elements of an emergency action plan. An employer must have and maintain an employee alarm system. An employer must designate and train employees to assist in a safe and orderly evacuation of other employees. An employer must review the emergency action plan with each employee covered by the plan.
47	<b>Storage: Trip Hazards 1910.176</b>	Housekeeping. Storage areas shall be kept free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pest harborage. Vegetation control will be exercised when necessary.
48	<b>Oily Rags: Storage 1926.252(e)</b>	All solvent waste, oily rags, and flammable liquids shall be kept in fire resistant covered containers until removed from worksite.
49	<b>Ladders: Storage 1926.1053(b)(8)</b>	Ladders placed in any location where they can be displaced by workplace activities or traffic, such as in passageways, doorways, or driveways, shall be secured to prevent accidental displacement, or a barricade shall be used to keep the activities or traffic away from the ladder.
50	<b>HM: Storage in Flammable Cabinets 1910.106(d)(5)(iii)</b>	Storage shall be prohibited except that which is required for maintenance and operation of building and operation of equipment. Such storage shall be kept in closed metal containers stored in a storage cabinet or in safety cans or in an inside storage room not having a door that opens into that portion of the building used by the public.
51	<b>HM: Labeling of Containers 1910.1200(f)(6)(i)&amp;(ii)</b>	Workplace labeling. Except as provided in paragraphs (f)(7) and (f)(8) of this section, the employer shall ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked:

52	<b>HM: Inventory Requirement 1910.1200(e)(1)(i)</b>	A list of the hazardous chemicals known to be present using a product identifier that is referenced on the appropriate safety data sheet (the list may be compiled for the workplace as a whole or for individual work areas);
53	<b>HM: Closed Containers 1910.106(a)(9)</b>	Closed container shall mean a container as herein defined, so sealed by means of a lid or other device that neither liquid nor vapor will escape from it at ordinary temperatures.
54	<b>Food &amp; Drink 1910.141(g)(2)</b>	Eating and drinking areas. No employee shall be allowed to consume food or beverages in a toilet room nor in any area exposed to a toxic material.
55	<b>Floor Holes: Walking Surface 1920.22</b>	Every floor hole into which persons cannot accidentally walk (on account of fixed machinery, equipment, or walls) shall be protected by a cover that leaves no openings more than 1 inch wide. The cover shall be securely held in place to prevent tools or materials from falling through.
56	<b>Eyewash Stations Testing 1910.151</b>	Eyewash stations, including those installed within hallways, must be tested at weekly by someone in the work area (allow water to flow until it is clear and ensure proper/sufficient flow from the eyewash heads).
57	<b>Eyewash Stations 1910.151(c)</b>	Where the eyes or body of any person may be exposed to injurious corrosive materials, suitable facilities for quick drenching or flushing of the eyes and body shall be provided within the work area for immediate emergency use.
58	<b>Electrical Cords 1910.334(a)(2)(ii)</b>	All electrical cords must be free of fraying and in good condition.
59	<b>Flexible Cords &amp; Cables 1910.305(g)(1)(iii) Temporary Wiring 1910.305(a)(2) Listed and Labeled Equipment 1910.303(b)(2)</b>	Equipment used in labs or other work areas should be permanently wired. OSHA regulations limit use of extension cords to 90 days of use. Fused, multi-outlet strips are considered to be extension cords, but they are still preferable to the standard extension cords that offer no protection. Where additional outlets are needed, use fused multi-outlet strips with circuit protection in lieu of extension cords. Whenever possible, run cords along walls and off floors. Cords may not be run through floors, walls or ceilings to other rooms for any reason. If a room does not have an electrical outlet, contact Facilities Operations to submit a maintenance work request.
60	<b>Signage 1910.145</b>	Specific hazards in work areas must be clearly identified with posted signs (e.g. eye hazard, high voltage hazard, hearing protection required).
61	<b>Fire Extinguishers 1910.157 International Fire Code 906.6 NFPA 10</b>	Fire extinguishers must be readily accessible and unobstructed. Employees should know where all the fire extinguishers in their work area are located. Extinguisher locations must not be obstructed with storage of other objects. Only persons who have been trained in the use of fire extinguishers may use them.
62	<b>First Aid &amp; AED 1910.151(b)</b>	In the absence of an infirmary, clinic, or hospital in near proximity to the workplace which is used for the treatment of all injured employees, a person or persons shall be adequately trained to render first aid. Adequate first aid supplies shall be readily available.
63	<b>First Aid 1910.151 App A</b>	First aid supplies are required to be readily available under paragraph § 1910.151(b). An example of the minimal contents of a generic first aid kit is described in American National Standard (ANSI) Z308.1-1998 "Minimum Requirements for Workplace First-aid Kits."