ARKANSAS STATE UNIVERSITY
WORKPLACE AUDIT/INSPECTION REPORT

GENERAL WORK ENVIRONMENT

☐ Are all work areas clean, sanitary, orderly and adequately illuminated?
☐ Are combustible scrap, debris and waste stored safely and removed from the work site promptly?
☐ Is the work area's ventilation system appropriate for the work being performed?
☐ Is equipment producing ultra-violet radiation properly shielded?
☐ Are MSDS's available for chemicals/products?

EMERGENCY PRECAUTIONS AND FIRST AID

☐ Is the Emergency Procedures Flipchart posted where it can be readily found in case of an emergency?
☐ Are fire evacuation procedures posted?
☐ Are first aid kits readily accessible to each work area, with necessary supplies available?
☐ Are signs concerning exiting from buildings, exposure to x-ray or other harmful radiation or substances posted where appropriate?

FIRE PROTECTION

☐ Are fire doors in good operating condition & close properly?
☐ Are fire doors unobstructed?
☐ Is proper clearance maintained below sprinkler heads (18 inch minimum)?
☐ Are fire extinguishers mounted?
☐ Are fire extinguishers inspected monthly & documented on inspection tag?
☐ Do all fire extinguishers have an up to date annual inspection tag?

WALKWAYS

☐ Are aisles and passageways kept clear?
☐ Are passageways properly illuminated?
☐ Are materials or equipment stored in such a way that sharp objects will not interfere with the walkway?

STAIRS AND STAIRWAYS

☐ Are standard stair rails or handrails provided on all stairways having four or more risers?
☐ Are all stairways at least 22 inches wide?

EXITS

☐ Are all exits kept free of obstructions?
☐ Are all exits marked with an exit sign and illuminated by a reliable light source?
☐ Are the directions to exits, when not immediately apparent, marked with visible signs?
☐ Are doors, passageways or stairways that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked "NOT AN EXIT", "TO BASEMENT STOREROOM", etc.?
☐ Can exit doors be opened from the direction of exit travel without the use of a key or any special knowledge or effort when the building is occupied?

WORKSTATION ERGONOMICS

☐ Are wrist supports present at computer workstations?
☐ Is the workstation equipped with an antiglare computer screen?
☐ Is the work surface height proper and adjustable?
☐ Is the workstation designed to minimize or eliminate twisting at the waist, reaching above the shoulder, bending at the waist, extension of the arms, bending or twisting of the wrist, and elevation of elbows?
☐ Are the employee's hands or arms subjected to pressure from sharp edges on work surfaces?
☐ Where chairs or stools are provided are they easily adjustable and suited to the task?
☐ Are all task requirements visible from comfortable positions?

ELECTRICAL

☐ Do all electrical appliances such as vacuum cleaners, coffeepots, extension cords, etc.; have a three-prong plug?
☐ Are all cords and cables in good condition? Are any of these frayed or in need of repair?
☐ Are all disconnecting switches and circuit breakers labeled to indicate their use or equipment served?
☐ Do circuit breaker boxes/control panels have a minimum clearance of 36 inches? No storage within 36 inches of these items is allowed.
☐ Are all switches, receptacles, etc., provided with tight fitting covers or plates? No broken or damaged plates can exist.

Copy Provided to Department Head? Name: ____________________________ Date: ________________

Copy Provided to Occupational Safety Department? Date: ____________________________

Repairs/correction from above have been completed.

Department Head: ____________________________ Date: ________________

FORM I-B

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