

College of Optometry Safety Audit Form

Auditor: _____ Date: _____

Floor: _____ Room: _____

A	General	Y	N	NA
1	Are Emergency phone numbers posted?			
2	Are Right-To-Know signs posted by elevators?			
3	Good housekeeping practiced - excess paper, computer cartons, and trash removed			
B	Walking Surfaces	Y	N	NA
4	Aisles are free and clear of tripping hazards			
5	Floors even (no holes or cracks)			
6	Carpeting secure to the floor, unfrayed, free from tripping hazards and in good condition			
7	Floors kept dry - not slippery			
8	Entrance mats available (during wet weather)			
C	Bookcases, Shelves, Cabinets & Storage area	Y	N	NA
9	Wall shelves designed for intended load			
10	Heavy storage cabinets, bookcases and file cabinets are secured from tipping			
11	File drawers closed when not in use (only one open at a time to prevent tripping)			
12	In storage areas, are the heavier items stored at waist level, with the lightest objects placed on the higher shelves			
13	Step stools available for use, where items are stored or placed overhead			
D	Electrical Hazards	Y	N	NA
14	Approved power strips (apc - american power conversion) properly used – not plugged into other power strip			
15	Approved power strips (apc) in good condition – no splices or broken insulation and equipped with an integral breaker			
16	No exposed wiring			
17	All electrical cords are in good condition			
18	Wall outlet and junction box covers in place & child proof outlet caps on clinic floors			
19	No storage in front of electrical panel (at least 30 inches open area)			
20	No wires or extension cords under carpets or rugs, through doorways, or placed in other traffic areas			
21	Are approved space heaters plugged directly into a wall outlet?			
22	Are approved space heaters stored 3 feet away from combustible materials?			
E	Stairways, Ramps, Hallways & Storage Areas	Y	N	NA
23	Adequate lighting in place (including emergency lighting)			
24	Stairways clear – not used for storage			
25	Hallways kept clear of obstruction			
26	No storage within 18 inches of sprinkler heads (24 inches of ceiling where no sprinkler system exists)			
F	Fire Prevention, Emergency Exits & Evacuation	Y	N	NA
27	Fire extinguisher is available and inspected monthly			

28	All exits are free, unobstructed, and clearly designated			
29	All Fire Pull stations are clearly labeled			
30	All non-exit doors and passages marked as such			
31	Exit signs illuminated and placed appropriately with directional arrows			
32	Fire extinguishers, exit signs & emergency lights are unobstructed			
33	Evacuation map is posted in elevator lobbies			
G	Workplace Violence Risk Assessment			
34	Is there an access control policy posted? (I.D. card enforcement & Visitor Access)			
35	Are there panic buttons installed in all public access floors?			
36	Are there adequate security measures in place in the cashier and bursar areas?			
37	Are hallway phones available and working?			
	H. Lunchroom & Kitchen Area			
38	Floors are clean, dry and free from slip/trip hazards or obstruction			
39	Are there high rated appliances present? (toaster oven, microwave, coffee pot)			
40	Is the housekeeping in this area adequate?			

Additional observations, immediate corrective actions and comments:
