

**Computing Sciences, Computational Research, Information Technology, & NERSC  
Divisions: Group Lead & Manager Checklist for Safety Walks**

Building \_\_\_\_\_ Room \_\_\_\_\_ Inspection conducted by \_\_\_\_\_  
Group \_\_\_\_\_ Date \_\_\_\_\_ Corrective Action Taskmaster \_\_\_\_\_

#	Inspection Item (record notes in comments box)	Sat	NI	N/A
	<b>Office Environment</b>			
1	Is there adequate task lighting in the offices?			
2	Is there adequate duck and cover space?			
3	Floor and carpeted surfaces are free of slip, trip and fall hazards?			
4	Is there at least 18 inches of clearance maintained below fire sprinkler heads?			
5	Are bookcases (>3' high), shelves, racks, cabinets, water coolers seismically braced?			
6	Are computer workstations ergonomically equipped/accessorized for by employees to prevent repetitive stress injuries?			
7	Do employees know how to access EH&S experts for ergo advice and assistance?			
9	Are there safety and warning signs in the area? Are they understood? Is it clear who is responsible for controlling the hazards?			
10	Do employees know who their Division Safety Coordinator, EH&S Division Liaison, Building Manager and Building Emergency Team members are and how to get in touch with them?			
	<b>Aisles and Floors</b>			
11	Are required exits and exit ways unobstructed, ready for immediate use?			
12	Doorways, corridors, stairs free of obstruction and stairway doors are kept closed?			
13	Exit signs clearly visible and emergency evacuation routes posted?			
14	Combustibles are not stored under tables, desks, or shelves.?			
15	Housekeeping in offices and storage rooms are orderly and does not create any hazards.?			
	<b>Electrical Equipment</b>			
16	Electrical Junction box covers are installed?			
17	Proper use of extension cords and relocatable power taps (no daisy chains/overload)			
18	Electrical panels are labeled, accessible and have 36 inch clearances.			
19	Are space heaters provided with tip-over switch, grounded with three-wire cord and plug, labeled double-insulated, or constructed totally of plastic or bear the U.L. double-insulated symbol (a square within a square)?			
20	Are coffee pots, clocks, and fans grounded with three-wire cord and plug, double insulated, constructed totally of plastic, or bear the U.L. double-insulated symbol			
22	Are all electrical receptacles within 6 feet of water sources (sinks, hose bibs, showers etc.) protected by Ground Fault Circuit Interrupter (GFCI)?			
23	Ensure extension cords are not run through walls, ceilings, floors, under mats, or across doorways and other openings?			
24	Are all pieces of electrical equipment in good condition (not damaged, frayed, missing components, or otherwise compromised)?			

Finding Statement and/or comments:

\_\_\_\_\_  
Group Lead

\_\_\_\_\_  
Manager

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Phone Ext.

\_\_\_\_\_  
Date

Please send a copy of the completed form to CS Facilities Office (Mail stop 50A-1148).  
Keep a copy for your files. jeh 2/13/06