**UBC Department of Materials Engineering Semi-annual safety inspection**

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| **H. Storage Areas**  |
| Building / area(s) inspected: |
| Inspector(s): | Date: |
| **Item #** | **General** | **Y** | **N** | **N/A** |
| H-1 | Are stacked materials stable (interlocked, strapped, or other means of restraint) and no more than 3 boxes high if on the floor? |  |  |  |
| H-2 | Are stacked materials away from ignition sources? |  |  |  |
| H-3 | Are sprinkler systems unobstructed by stacked materials (min. 18” away)? |  |  |  |
| H-4 | Are containers and storage racks undamaged and appropriate for materials? |  |  |  |
| H-5 | Is shelving properly secured and not overloaded? |  |  |  |
| H-6 | Does shelving have edge guards to prevent items from falling? |  |  |  |
| H-8 | Are hazardous materials properly labelled?  |  |  |  |
| H-9 | Are flammable & hazardous materials secured & stored in approved containers/cabinets? |  |  |  |
| H-10 | Are Safety Data Sheets (SDS) readily available/accessible and less than three (3) years old? |  |  |  |
| H-11 | Is appropriate PPE accessible to all workers, as needed? |  |  |  |
| H-12 | Are illuminated emergency exit signs visible and functional? |  |  |  |
| H-13 | Are fire-alarm pull-stations accessible and are emergency exit doors unobstructed, functional and can be opened from the inside without a key? |  |  |  |
| H-14 | Are fire extinguishers readily accessible, unobstructed and inspected within the last year? Is signage present (if extinguishers not clearly visible)? |  |  |  |
| H-15 | Are there resources, known and available, to help workers address and prevent ergonomic issues such as overexertion, musculoskeletal injuries, etc.? |  |  |  |
| H-16 | Have any occurrences of overexertion or other ergonomic issues been addressed? |  |  |  |
| H-17 | Are emergency contact numbers and procedures (including First Aid) prominently posted? |  |  |  |
| H-18 | Are supervisors and workers aware of the requirement to have written procedures to ensure the safety of people working alone or in isolation? |  |  |  |
| H-19 | Do new staff receive workplace and task-specific orientations and are records kept?  |  |  |  |
| H-20 | Other issues: |  |  |  |
| **Item #** | **Section / Site Inspection Notes**  |
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