

Safety Note # 193

WORKPLACE INSPECTIONS



Safety inspections of workplaces and equipment can prevent accidents and injuries at your facility. Cal-OSHA requires scheduled and periodic safety inspections for various equipment and all workplaces. Safety inspections are generally a documented procedure that is conducted by a qualified person using a checklist or form. Cal-OSHA, Title 8, Section 3204 requires records of scheduled and periodic inspections to identify unsafe practices and conditions to be maintained for at least one year.

QUALIFIED PERSON - Cal-OSHA defines a “Qualified Person” as a person designated by the employer who by reason of their training and experience has demonstrated their ability to safely perform their duties and, where required, is licensed in accordance with laws and regulations. At UC ANR facilities, the Safety Coordinator is usually considered the “qualified person.” Other staff or academic personnel may be the “qualified person” depending on the area or equipment that is being inspected. Sample forms and checklists for conducting and documenting these inspections can be found on the UC ANR Risk & Safety Services website at: <http://safety.ucanr.edu/Plans, Forms and Templates/>

Some of the commonly required workplace or equipment inspections include:

- **Workplace Safety Inspections** – An inspection of the workplace is required annually by Cal-OSHA. UC ANR Risk & Safety Services conducts inspections for the RECs annually and the UCCE offices every 5 years. Onsite personnel may conduct these inspections at other times.
- **Fire Extinguishers** – Extinguishers are required to be serviced annually and inspected monthly. A service vendor usually conducts the annual service and local personnel must conduct the monthly inspections. See [Safety Note #50, Portable Fire Extinguisher Basics](#).
- **Ladders** – Ladders are to be inspected monthly by a qualified person. Damaged ladders must be taken out of service for repair or destruction. See [Safety Note #3, Ladder Safety](#).
- **Emergency Eyewash/Shower Units** – Must be inspected and activated monthly to ensure proper function and clear access. See [Safety Note #34, Emergency Eyewash and Shower Stations](#).
- **Industrial Trucks (Forklifts/Tractors)** – Must be inspected before each shift when it is used. This is known as a Pre-Shift Inspection and shall be conducted by the first operator to use the truck on their shift. See [Safety Note #160, General Forklift Safety](#) or [Safety Note #8, General Tractor Safety](#).
- **First Aid Kits** – Are to be inspected monthly to ensure materials are in adequate supply and are in sanitary and useable condition. See [Safety Note #147, Work First Aid Kit](#).
- **Electrical Extension Cords** – Need to be visually inspected for defects before each day’s use. See [Safety Note #19, Basic Electrical Safety](#).
- **Laboratory Fume Hoods** – Qualitative airflow measurements that indicate the ability of the hood to maintain an inward airflow at all openings of the hood are required annually. Smoke tubes or other suitable method shall be used to demonstrate the airflow. See [Safety Note #126, Fume Hood Safety](#).

This is not a complete list of required inspections, but is a list of the most common workplace inspections required for UC ANR facilities. Additional inspections may be required depending on the specific equipment that is used in your workplace. Ask your location’s [Safety Coordinator](#) or UC ANR [Risk & Safety Services](#) if you have questions about inspections.