



**Environmental Health & Safety Office**  
 New Mexico State University  
 P.O. Box 30001 / MSC 3578  
 Las Cruces, NM 88003-8001  
 Phone: 575-646-3327 / Fax: 575-646-7898

## Building Safety Inspection Form

Building Name/Bldg. Number/Bldg Type:	Within (30) days of the receipt of the safety inspection report, a written response shall be made describing the corrective actions(s) that have been taken or the action plan to address the deficiencies. Send written response to:  [EH&S Program Manager Name, Title, & Email here] & [EH&S Inspector Name, Title, & Email here]),  <b>Please put in subject: "Inspection Response"</b>  <i>[1.6.4.2 New Mexico Administrative Code (NMAC), 7/1/2007]</i>
Room Number:	
Inspector(s) Name:	
[EH&S inspector name here]	
Inspection Date:	
Department:	
Primary Contact (Name & Title):	

Number of Room(s)/Area(s) Inspected:

Access Door Postings & Other Safety Postings/Signs	Y	N	N/A	Deficiency
Is the Responsibility Sign for primary & secondary contact information (names & phone #'s) posted at the entrance to the area?				
Are emergency phone numbers posted near phones or on access door and general hazard warnings & entry restrictions posted?				
Is the Emergency Action Plan (EAP) current and available and "Exit" and "Not an Exit" signs posted?				
Are written standard operating procedures current and available for any equipment or operation that include associated hazards & required protective measures?				
Are signs posted delineating areas where food/drink is allowed and <b>not</b> allowed (such as; chemical use & storage areas, machine use areas)?				
Training and Documentation	Y	N	N/A	Deficiency
Has the supervisor (or designee) conducted Department Annual Safety Training and training requirements documented and records maintained within the work area?				
Have employees completed Haz Com training (www.nmsu.safety.edu)?				
Housekeeping and Egress	Y	N	N/A	Deficiency
Is the area free from accumulation of rubbish or trash?				
Are aisles, pathways, and secondary corridors at least 28 inches wide?				
Are all Exits clearly labeled as Exits? (Contact Environmental Health & Safety or Facilities if signage is needed).				
Are eyewashes, emergency showers, fire extinguishers, & electrical panels accessible?				
Has the annual inspection of eyewashes, emergency showers, fire extinguishers been completed?				
Has an area been provided & designated for eating or drinking, away from hazardous materials?				
Are shelves and overhead storage areas loaded safely, within their load capacity?				

Have all lofts or mezzanines been load rated and labeled by a structural engineer?				
<b>Hazardous Materials</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Deficiency</b>
Is eating/drinking prohibited in areas where hazardous chemicals are used or stored?				
Is there a current updated inventory of hazardous chemicals accessible within the work area and are current Safety Data Sheets (SDS's) available to all workers in the shop?				
Is the Chemical Inventory current on the Safety website?				
Are all containers labeled to identify their contents and any applicable hazard warnings?				
Are chemicals stored according to compatibility of materials?				
Are hazardous wastes stored properly and away from drains and in a secondary containment?				
Are flammable liquids stored in flammable storage cabinets?				
Are oil/solvent-contaminated rags stored in fire resistant receptacles?				
Are compressed gas cylinder(s) secured, and labeled properly (contents or "empty" )?				
If compressed gas cylinder is empty is cylinder cap on?				
If cylinder is being stored has regulator been removed?				
Are spill kits adequate for the work being performed?				
<b>Personal Protective Equipment (PPE)</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Deficiency</b>
Have PPE hazard assessments been conducted for job tasks that require PPE?				
Is PPE available for all employees that work in the shop?				
Do workers use all necessary personal protective equipment, while performing tasks?				
Is reusable PPE maintained and stored in clean and serviceable condition?				
<b>Respiratory Protection</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Deficiency</b>
Are respirator users up-to-date with required fit testing, training, & medical approvals?				
Has a cartridge change-out schedule been developed for the employees using respirators?				
Are respirators properly stored (away from sunlight, moisture, dust, & contaminants)?				
<b>Hearing Conservation</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Deficiency</b>
Are hearing protections devices properly rated for the current noise levels and are they available?				
Have you attempted to control all loud noises through engineering controls?				
<b>Welding Equipment</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Deficiency</b>
Is welding equipment used in accordance with manufacturer recommendations?				
Are welding screens used to protect by-standers from flying sparks & UV radiation?				
Are combustibles stored at least 35 feet from welding, cutting and brazing activities?				
Is a "Fire Watch" utilized when combustibles cannot be protected from heat/sparks?				
Is the proper welding shield available for the type of welding you are performing?				
Is local ventilation provided when welding indoors?				
Are compressed gas lines and fittings inspected for damage or defect on a regular basis?				
Are all compressed gas cylinders properly labeled, secured and stored?				

When not in use are oxygen and acetylene cylinders stored at least 20 feet apart?				
<b>Electrical and Safety Equipment</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Deficiency</b>
Do electrical boxes (breaker boxes) have at least 3' of clearance?				
Are electrical panel legends labeled and empty circuits have dummy plugs?				
Are all flexible cords protected from damage (severe bends, pinching & intact prongs)?				
Are extension cords only used temporarily and not in place of permanent wiring?				
Are junction boxes covered?				
Are all electrical outlets near a water source GFCI protected?				
<b>Shop Equipment and Machinery</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Deficiency</b>
Are all machine guards intact and in place?				
Are all open belts, gears, chains, rotating shafts, and pulleys adequately guarded?				
Is machinery properly guarded (e.g., in-going nip points, rotating parts, flying particles, sparks)?				
Do table saws have hoods, a spreader, and non-kickback fingers?				
Is all machinery designed for a fixed location properly secured to prevent "walking"?				
Are compressed air spray nozzles equipped with safety tips?				
Is the work rest adjusted to no greater than 1/8" & the adjustable tongue is adjusted to no greater than 1/4" from the abrasive wheel on the bench grinder?				
<b>Cranes and Hoists</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Deficiency</b>
Are frequent and periodic inspections of overhead cranes performed and documented?				
Are crane slings inspected, and are the findings of such inspections recorded?				
Are all crane or hoist operators properly trained?				
<b>Lockout Tag out (LOTO)</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Deficiency</b>
Is equipment/machinery maintenance in compliance with the NMSU LOTO program?				
Have all employees who perform LOTO been trained?				
Do employees utilize written LOTO procedures for pieces of equipment or machinery?				
Do employees utilize LOTO devices that meet all LOTO program requirements?				
<b>Powered Industrial Trucks (Forklifts)</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Deficiency</b>
Are all industrial truck operators trained with training certifications on file?				
Do you conduct a daily pre-use inspection of the industrial truck prior to use?				
Does your industrial truck have a data plate that is legible?				
Do you provide an appropriate location for changing and charging batteries, including fire protection, ventilation, neutralizing electrolyte, and emergency eyewash or shower?				
<b>Other</b>	<b>Y</b>	<b>N</b>	<b>N/A</b>	<b>Deficiency</b>
Have workers been trained to visually inspect a ladder just prior to using it?				
Are damaged ladders labeled "Do Not Use" and removed from service when found?				
Do sprinkler heads have at least 18" of unobstructed clearance?				

Fuel/Oil Management (non-SPCC)	Y	N	N/A	Deficiency
<b>Fuel Storage</b>				
Are the single fuel containers/tanks 55 gallons or greater in volume?				If Yes, please cc Jack Kirby with the completed inspection report
Are the fuel containers/tanks in acceptable condition (free of dents, rust, etc.)?				
Is the area free from signs of leakage?				
Are containers/tanks labeled showing contents?				
Is the area well ventilated and away from an ignitions source?				
<b>General Housekeeping</b>				
Is the area free from signs of leakage into the environment (stained soils, stressed vegetation)?				
Is the area well kept, clean, and free of debris/rubbish?				
<b>Attachments to include 1) Building plat; 2) Deficiencies Photos; 3) Work Orders submitted (if appropriate)</b>				