

## FGCU Workplace Self-Assessment for Occupational Health and Workplace Safety

### Authority

Florida Administrative Code Chapter 284.50 requires divisions of State government to implement a comprehensive safety program including regular and periodic inspections, and promotion of safety awareness.

### Purpose

The University recognizes the level of knowledge and experience the staff brings to their work to ensure safe work practices at FGCU. The intent of this survey is to document and inspire confidence that workplace activities reflect compliance with University and other widely accepted (OSHA, NIOSH, ANSI, etc) work safety procedures. Environmental Health and Safety will report the results of this survey to the appropriate division heads, and use the information provided in planning for training and other programming in the coming year.

### Directions

Each department with employees who perform a shop, maintenance, custodial, or trade function shall complete a copy of this survey for their workplace(s). Please complete this form within 20-days of receipt. If this is not possible, please notify Environmental Health and Safety within that time to discuss an alternative schedule.

Mark your response to each question in the boxes to the right of the question. Questions may be answered Yes or No, or one of the other options as appropriate. Some questions provide the option "In Progress" to indicate an item you are currently working on implementing. Other questions provide the option "Not Applicable" for questions that do not relate to your activities. All questions provide an option to ask EH&S to contact you to follow-up. Contact Environmental Health and Safety at extension 1414, or email to Rhonda Holtzclaw if you have questions or would like additional information.

### Workplace Information

Your Name: \_\_\_\_\_ Workplace Location(s): \_\_\_\_\_

### Training

	Yes	No	In Progress	Please contact me about this
1. Have you trained employees how to respond properly to material spills associated with their workplace?				
2. Have you trained employees how to identify and manage hazardous and other special wastes in the workplace?				
3. Have you instructed employees how to use hazardous materials in the workplace safely?				
4. Do you provide student employees with the same training as full-time employees?				

## General

	Yes	No	In Progress	Please contact me about this
5. Do you encourage your employees to identify hazards in their workplace and bring them to your attention?				
6. Is there a current list of the hazardous substances in your workplace and an MSDS available for each?				
7. Do you have written procedures, and adequate protective equipment for cleaning up spills in your workplace?				
8. Are there any confined spaces (with limited entry and exit) in the area(s) where your employees work?				
9. Do you have written procedures for operating and maintaining the equipment used in your workplace?				
10. Do you have a hot work permit system for any "Open Flame Activities" for employees and contractors?				
11. Do employees keep their workspaces reasonably clean and clear of clutter?				
12. Do you have device specific procedures to de-energize, block, or lock out machinery in your workplace capable of movement during cleaning, servicing, adjusting?				
13. Have you conducted a job hazard analysis for each procedure or task in your area?				

## Ergonomics

	Yes	No	Not Applicable	Please contact me about this
14. Do you consider ergonomic design, vibration, and weight when selecting tools for purchase?				
15. Do your employees complain about sore or stiff muscles during work?				
16. Are cushion mats available for use when standing for long periods?				
17. Do chairs provide adequate back support, adjustable seat angle, and height adjustability?				
18. Is regularly used equipment installed to prevent awkward body positions during use?				
19. Is an adjustable tray provided for the keyboard and pointing device at each computer?				

## Occupational Health

	Yes	No	Not Applicable	Please contact me about this
20. Do you assess employee physical capacities before assigning jobs requiring heavy work or work at heights?				
21. Are employees in high noise areas provided periodic audiometric testing to ensure that you have an				
22. Do your employees use universal precautions when exposed to blood or other potentially infectious				
23. Do your employees often complain of skin irritation, headaches, or other symptoms during work?				
24. Do you have a program to recognize and address heat related illness in your employees?				

## Materials Handling

	Yes	No	Not Applicable	Please contact me about this
25. Are pallets inspected for damage before being loaded or moved?				
26. Do your employees have and use safety cans for storing and dispensing flammable liquids at the point of				
27. Have you trained your employees in the proper lifting and carrying techniques for heavy or awkward loads?				
28. Is appropriate equipment available for moving heavy or awkward loads?				
29. Have your employees been instructed on methods to secure loads during transport?				
30. Are high-pressure gas cylinders leak tested with soapy water upon receipt and after attaching a regulator?				
31. Are high-pressure gas cylinders secured around the top 1/3 of the cylinder or are they placed into non-tip				

## Machine Guarding

	Yes	No	Not Applicable	Please contact me about this
32. Do you participate in a regular safety inspections of the machinery and equipment in your workplace(s)?				
33. Do employees adjust the grinding wheel bottom guard to 1/8" and the top guard to 1/4" prior to use?				
34. Do all the tools and machines in your workplace have the guards and shields provided by the manufacturer?				
35. Are effective guards in place over belts, pulleys, chains and sprockets on equipment in your workplace(s)?				
36. Are there kick-back prevention devices available on any saws in your workplace used to rip?				

## Chemical Products

	Yes	No	Not Applicable	Please contact me about this
37. Are chemical containers legibly labeled for contents?				
38. Do you label containers with non-hazardous materials (e.g. Water) to avoid confusion?				
39. Are eye-wash fountains and safety showers provided in areas where corrosive chemicals are handled?				
40. Are chemicals products stored at shoulder height or lower?				
41. Have you substituted a product or procedure to reduce the amount of hazardous waste produced?				
42. Are all chemical products in your inventory free from signs of chemical or physical change?				

## Personal Protective Equipment

	Yes	No	Not Applicable	Please contact me about this
43. Do you require and provide appropriate foot protection where there is the risk of foot injuries?				
44. Do you require and provide hard hats where a danger of falling objects exists?				
45. Do your employees wear safety glasses or face shields where there are flying particles or corrosive materials?				
46. Do you have a written respiratory protection program for respirator use?				
47. Do you provide fall protection for employees working six feet or more above a lower level?				

## Personal Protective Equipment List

	Used	In Sufficient Numbers?	Not used	Not Applicable	Please contact me about this
48. Hard Hats					
49. Safety Glasses					
50. Safety Goggles					
51. Face Shields					
52. Safety Shoes					
53. Chemical Protective Gloves					
54. Infection Protective Gloves					
55. Thermal Protective Gloves					
56. Cut & Puncture-Resistant Gloves					
57. Protective Aprons					
58. Hearing Protection					
59. Respiratory Protection					
60. Safety Harness					

## Transportation

	Yes	No	Not Applicable	Please contact me about this
61. Are vehicles equipped with lamps, brakes, horns, mirrors, windshields and turn signals in good repair?				
62. Do you prohibit employees from riding on top of any load that could shift, topple, or become unstable?				
63. Do you train your employees in the operation of golf carts, utility vehicles, or forklifts they will use?				