Distribution: Supervisor/Department Head
Employee and Labor Relations

Safety Survey

Grossmont-Cuyamaca Community College District

Grossmont ☐ Cuyamaca ☐

Campus Location:

Date:

Surveyor:

Contact Person:

Classrooms and Offices

		Acceptable				If "No," Abatement		
		Yes	No	N/A	Details/Comments	Who	When	Completed
	Housekeeping							
a.	Is the area tidy and free of fire hazards, such as boxes and piles of paper?							
b.	Are aisleways and pathways to exits free and clear from obstruction?							
c.	Are floors clear and free of trip/slip hazards?							
	Equipment							
d.	Do filing cabinet drawers move smoothly and can only one drawer be opened at a time?							
e.	Is there a ladder available for accessing heights?							
f.	If food preparation is permitted in offices, are appliances acceptable and is food handled and stored appropriately?							
g.	Are electrical power cords and extension cords properly placed and free from damage or abuse?							
h.	Are electrical outlet covers and face plates properly in place and free from damage?							
	Earthquake Preparedness							
i.	Are tops of file cabinets free of heavy items that could cause damage or injury during an earthquake?							
j.	Are tall bookshelves and cabinets secured to the wall or floor to prevent them from tipping over?							

		Acceptable				If "No," Abatement		
		Yes	No	N/A	Details/Comments	Who	When	Completed
Classrooms and Offices - Other								
k.	Are classrooms and offices otherwise free of obvious hazards or concerns?							
Comments								