



UNION OF RUTGERS ADMINISTRATORS
 AMERICAN FEDERATION OF TEACHERS · LOCAL 1766 · AFL-CIO

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Workplace Health & Safety Checklist

This checklist is a guide to assist URA-AFT members in identifying basic health and safety-related concerns commonly observed in workplaces via a regular safety walkthrough. A safety walkthrough is a visual inspection of your workplace, or spaces with which you are familiar, with an eye toward identifying and correcting unsafe or potentially unsafe conditions. For any question that you answer “No” or “Other,” please explain your answer in the “Comments” section. If you have completed this form by hand, please submit the hard copy to any member of the Health & Safety Committee or scan and send as an attachment to safety@ura-aft.org.

Completed by: _____ Date: _____

Building Name and Address: _____

Workplace inspected (area, wing, offices, rooms): _____

Department: _____ Building Liaison: _____

General Health & Safety	Yes	No	Other	Comments (details of “No” or “Other” response and/or number of times concern has been reported and to whom)
Lighting in work areas and walkways is adequate				
Floor surfaces, corridors, hallways, entrances and exits are unobstructed, dry, and free of slip hazards				
Stairs are in a good state of repair				
Stairways and other common areas are not being used for storage				
Doors and locks are in good working order				
Office spaces and common areas are being properly cleaned.				

General Health & Safety (cont.)	Yes	No	Other	Comments (details of "No" or "Other" response and/or number of times concern has been reported and to whom)
Staff toilets and bathroom facilities are clean, include needed supplies, and in good condition				
The workspace is free of signs of pests				
There is a first-aid kit readily available				
There is an automated external defibrillator (AED) in the building				
The parking lot area is free of any safety concerns (i.e. there is adequate lighting, even pavement)				
Indoor Air Quality	Yes	No	Other	Comments (details of "No" or "Other" response and/or number of times concern has been reported and to whom)
You/coworkers do not currently have any illnesses, symptoms, or discomfort that you attribute to conditions in your room or building				
Air conditioning vents and ducts appear to be clean and unobstructed				
There is adequate ventilation throughout the work area				
Windows are operable and undamaged				
Temperature is within OSHA recommended range of 68-76°F				

Mold	Yes	No	Other	Comments (details of "No" or "Other" response and/or number of times concern has been reported and to whom)
The workspace is free of visible mold growth				
There is no evidence of water leaks				
Ceilings and walls are unstained and free of bubbling paint				
Walls and windows are dry and there is no condensation				
COVID-19 Related Concerns	Yes	No	Other	Comments (details of "No" or "Other" response and/or number of times concern has been reported and to whom)
Workspaces are arranged to permit at least six feet of distance between workers				
There is social distancing signage throughout the building				
Sanitizer is made available at heavily trafficked locations				

02/14/2022

Site-Specific Information/Comments (as needed) or Questions: