

LABORATORY SAFETY INSPECTION CHECKLISTS

Building: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector: \_\_\_\_\_ Room: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_

HEALTH AND SAFETY MANAGEMENT

Yes No N/A

- 1. Is there a Chemical Hygiene Program present?
- 2. Are personnel trained in chemical health/physical hazards and laboratory safety?
- 3. Do lab personnel have access to and are familiar with the use of Material Safety Data Sheets (MSDSs)?
- 4. Have personnel using biohazards, toxins, and regulated carcinogens been given documented special training?
- 5. Are personnel instructed in emergency procedures (exits, location, and use of fire extinguishers, medical)?
- 6. Have personnel been instructed on how to respond in the event of a chemical spill?
- 7. Are complete training records and documents available for review by the Personnel Office and outside agencies?
- 8. Have all hazards identified by the annual survey been abated? (Action records must be retained.)
- 9. Do laboratory personnel perform semi-annual lab inspections? (PI must retain records.)

GENERAL SAFETY

- 10. Are rooms and cabinets containing regulated carcinogens, biohazards, and radioactive materials labeled?
- 11. Are work areas clean and uncluttered?
- 12. Do employees know the location of the first aid kit and is it accessible?

## GENERAL SAFETY (continued)

- | Yes                   | No                    | N/A                   |  |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 13. Is equipment greater than 5 feet tall seismically secured to prevent tipping during an earthquake?             |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 14. Do shelves have lips, wires, or other seismic restraints to prevent items from falling?                        |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 15. Are food and beverages kept away from work areas and out of laboratory refrigerators or cabinets?              |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 16. Are fire extinguishers accessible and charged? (If not, please call Physical Plant Services.)                  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 17. Are sinks labeled, "Industrial Water – Do Not Drink"?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 18. Have personnel been instructed on the hazards of wearing contact lenses in the laboratory?                     |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 19. Are protective gloves available and worn for laboratory procedures where skin absorption/irritation may occur? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 20. Are safety glasses or other eye protection available and worn in the laboratory?                               |

## COMMENTS

Biosafety Cabinet: Date last inspected?  
Types of regulated carcinogens  
Types and quantity of compressed gasses  
Gallons of flammable liquids  
Types of personnel protective equipment

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## LABORATORY EQUIPMENT

- |                       |                       |                       |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 21. Have chemical fume hoods been tested within the past year?                                    |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 22. Is storage in hoods kept to a minimum and is it placed so it does not impede proper airflow?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 23. Does fume hood draw air (test with a tissue on hood edge) and is alarm installed and working? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 24. Is the lab ventilation negative with respect to corridors and offices?                        |

## LABORATORY EQUIPMENT (continued)

- | Yes                   | No                    | N/A                   |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 25. Are rotating or moveable parts and belts guarded with screens having less than ¼ inch opening?              |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 26. Are refrigerators and freezers, which are used for storage of flammables, spark proof and properly labeled? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 27. Are non-spark proof refrigerators labeled as “Unsafe for Flammable Storage”?                                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 28. Are all gas cylinders restrained to prevent tipping or falling?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 29. Are valves of gas cylinders capped when not in use?   |

## HAZARDOUS MATERIALS

- |                       |                       |                       |  |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 30. Are chemicals labeled to identify contents and hazards?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 31. Are regulated carcinogens handled safely to reduce employee exposure?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 32. Are chemicals separated by hazard class and stored to prevent spills (acids, bases, oxidizers, flammables, etc.)?                                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 33. Are chemicals inventoried (chemical name, quantity on hand, amount used per year)?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 34. Are chemical wastes properly segregated and stored with Waste Pick-up Tags attached to the containers?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 35. Are all hazardous wastes disposed of and not poured into the sewer system?   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 36. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash onto an employee’s body?                |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 37. Is a plumbed emergency eyewash station available within 100 feet of all areas where chemicals may splash or mechanical hazards such as grinding? |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 38. Are ether and other peroxide formers dated?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 39. Are sharps stored in puncture-proof containers and labeled appropriately (infectious waste or hazardous waste)?                                  |

## FIRE AND ELECTRICAL SAFETY

- |                       |                       |                       |   |
|-----------------------|-----------------------|-----------------------|---|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 40. Are fire doors unobstructed and readily closeable?  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | 41. If greater than 10 gallons of flammables are stored, is an approved flammable storage cabinet used? |

## FIRE AND ELECTRICAL SAFETY (continued)

Yes	No	N/A	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	42. Are flammable liquids stored in less than 1-gallon quantity or kept in less than 2-gallon safety cans?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	43. Are flammable liquids limited to 60 gallons per fire area?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	44. Are plugs, cords, and receptacles in good condition (no splices or frayed cords)?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	45. Is all equipment properly grounded?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	46. Are extension cords used? (These are not to be used in place of permanent wiring, running through walls, ceilings, doors, etc.)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	47. Are all electrical boxes, panels, receptacles, and fittings covered to protect against electrical shock?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	48. Are control switches, circuit breakers, electrical panels, and emergency power cabinets free of obstructions?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	49. Are circuit breakers labeled to indicate what equipment is served by each?
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	50. Have all outlet adapters been removed? (Install additional outlets or use fused power strips if current demand is within the strip's rating.)

### COMMENTS

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FACILITY SAFETY INSPECTION CHECKLIST

Building: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector: \_\_\_\_\_ Room: \_\_\_\_\_ Mail Code: \_\_\_\_\_

Job Title: \_\_\_\_\_ Phone: \_\_\_\_\_

ADMINISTRATION AND TRAINING

Yes No N/A

- 1. Have all employees received General Safety Training (fire, earthquake, VDTs, lifting, emergency evacuation, etc.)?
2. Are all employees familiar with the use of MSDSs?
3. Have all employees been instructed in how to operate the equipment they are required to use?
4. Have all employees been trained in how to protect themselves from the hazards identified in their work area?
5. Are all employees current on any specialized training (lockout, confined space, respirators, etc.) needed?
6. Are all training records up to date for each employee?
7. Do all employees have access to the Departmental Emergency Action Plan and know their responsibilities?
8. Is the Cal/OSHA information poster, Workers' Compensation Bulletin and Annual Injury & Illness Summaries posted?

FIRE SAFETY

- 9. Are all fire exits clearly marked and unobstructed?
10. Is trash, debris, and oily rags removed from the shop daily? Are metal cans available for storage of oily rags?
11. Are all aisles cleared for at least a 44-inch pathway and building exit corridors completely clear for safe egress?
12. Are all flammable solvents in excess of 10 1-gallon containers stored in approved flammable storage cabinets?
13. Are spray-painting operations, which employ flammable materials, conducted inside spray booths?

### **FIRE SAFETY (continued)**

- 14. Are flammable and combustible materials stored at least 25 feet away from heat or ignition sources?
- 15. Are flammable gas cylinders are stored at least 25 feet away from oxygen cylinders or ignition sources?
- 16. Are fire separators intact (no holes in firewalls, no doors to exit corridors propped open, etc.)?
- 17. Are charged, wall-mounted fire extinguishers (of the appropriate type) available within 75 feet of all workstations?
- 18. Are employee workstations arranged to be comfortable without unnecessary strain on backs, arms, necks, etc.?
- 19. Is there an inspection card attached to each fire extinguisher and are monthly inspections properly documented?

### **ELECTRICAL SAFETY**

- 20. Are all plugs, cords, panels, and receptacles in good condition (no exposed conductors or broken insulation)?
- 21. Are all circuit breaker panels accessible with labels identifying each switch's function?
- 22. Are plug adapters banned? (Install additional outlets or properly rated fused power strips in lieu of plug adapters.)
- 23. Is permanent building wiring installed away from public contact (in conduit, raceways, or walls)?
- 24. Are Ground Fault Circuit Interrupters available for use in wet areas?
- 25. Are the wheels on rolling files or other mobile equipment free from binding when rolled?
- 26. Are extension cords in use? (These are not to be run through walls, ceilings, or doors, and are not safe for permanent equipment. Unplug extension cords daily or replace with fused power strips if current demand is within the strip's rating; otherwise, install additional outlets to reach equipment. Do not link extension cords together.)

### **MECHANICAL SAFETY**

- 27. Is defective equipment promptly repaired? (If defects pose an imminent danger, then remove out of service.)

### **MECHANICAL SAFETY (continued)**

- 28. Are all the machine guards for belts, gears, and points of operation in place and adjusted properly?
- 29. Are machine and tool switches safe (easy access to disengage, stay off if de-energized and re-started)?
- 30. Are gas welding torches equipped with flashback arrestors? Are arc welders properly grounded with safe wiring?
- 31. Are air tanks greater than 1.5 cubic feet (11.22 gal.) capacity inspected as evidenced by a current posted Cal/OSHA permit?
- 32. Are cranes, slings, ropes, hoists, jacks, jackstands, etc., inspected prior to each use and used safely?
- 33. Are floors maintained clean, spills wiped up promptly, and anti-slip materials used where moisture is prevalent?
- 34. Are all cabinets, shelves, and equipment greater than 5 feet high secured to prevent injury to custodial personnel?
- 35. Are cutting blades disposed of in rigid containers to prevent injury to custodial personnel?
- 36. Are guardrails installed around floor openings and lofts, along catwalks, etc., to prevent employee falls?
- 37. Are potable water, soap, and towels available for hand washing?
- 38. Are all plumbing fixtures served by Industrial Water labeled to prohibit drinking?
- 39. Are forklifts inspected frequently for defects, equipped with proper safety devices and operated safely?
- 40. Are excessive noise levels adequately controlled?
- 41. Is an approved first aid kit available and its location known to all employees?
- 42. Are stacked and shelved items stored to prevent falling during an earthquake? (Advise installing 2 inch shelf lips or other means of restraining items, especially above exits and employee workstations.)
- 43. Are cross-connections between potable water and sewer inlets promptly abated (remove hoses which extend into sinks or down drains), and leaking backflow protection devices promptly repaired?

## **HAZARDOUS MATERIALS/PERSONAL PROTECTION**

- 44. Are chemicals stored to prevent spills?
- 45. Are carcinogens handled safely to reduce employee exposure?
- 46. Are chemicals separated by Hazard Class (acids, bases, oxidizers, flammables, etc.)?
- 47. Are chemicals inventoried with copies provided to the Personnel Office?
- 48. Are chemical wastes properly segregated and stored with Waste Pickup Tags attached to the containers?
- 49. Are all hazardous wastes disposed of and not poured into the sewer system?
- 50. Is a plumbed emergency shower available within 100 feet of all areas where chemicals may splash onto an employee's body?
- 51. Are gloves suitable for the hazard warranting protection (chemicals, heat, friction, etc.) available?
- 52. Is eye protection suitable for the hazard warranting protection (welding, chemicals, particulates, etc.) available?
- 53. Is a plumbed emergency eyewash station available within 100 feet of all chemical splash or mechanical hazards such as grinding operations?
- 54. Is hearing protection suitable for the hazards warranting protection available?
- 55. Are safety shoes available for those employees subject to falling objects and other foot impact hazards?
- 56. Are hard hats available for employees subject to falling objects, low overhead obstructions, etc.?
- 57. Are aprons or other suitable clothing available for employees subject to chemicals, oil, grease, etc.?
- 58. Are lockout locks and tags available for employees who work on equipment served by hazardous energy sources?

**COMMENTS**

OFFICE SAFETY INSPECTION CHECKLIST

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Department: \_\_\_\_\_

Inspector: \_\_\_\_\_ Job Title: \_\_\_\_\_

ADMINISTRATION AND TRAINING

Yes No N/A

- 1. Does the department have a written Injury & Illness Prevention Plan? Are all departmental safety records maintained in a centralized file for easy access? Is it current?
- 2. Have all of the employees attended an IIPP training class? If not, what percentage has received training? \_\_\_\_\_
- 3. Does the department have a completed Emergency Action Plan? Percentage completed? \_\_\_\_\_ Is training being provided to employees on its contents?
- 4. Are chemical products used in the office? (Are Material Safety Data Sheets maintained?)
- 5. Are the Cal/OSHA Information Poster, Workers' Compensation Bulletin, Annual Accident Summaries (must be posted during February, at a minimum) and Emergency Response Guide flipchart posted? Is the Safety Briefs newsletter being sent to the area?
- 6. Are annual workplace inspections being performed? Are records being maintained?
- 7. Has there been any employee accidents from this department? Are there Accident Investigation Reports completed for each accident?

GENERAL SAFETY

- 8. Are all exits, fire alarms, pullboxes, extinguishers, sprinklers, and fire notification devices clearly marked and unobstructed?
- 9. Are all aisles/corridors unobstructed to allow unimpeded evacuations?

## GENERAL SAFETY (CONTINUED)

Yes No N/A

- 10. Is a clearly identified, charged, currently inspected and tagged, wall-mounted fire extinguisher available within 75 feet of all work areas? (No empty wall hooks, charge needles in the red, missing plastic pin tabs or extinguishers on the floor.)
- 11. Are ergonomic issues being addressed for administrative personnel using computers?
- 12. Is a fully stocked first-aid kit available? Do all employees in the area know its location?
- 13. Are all cabinets, shelves, or furniture above 5 feet in height secured to prevent toppling during an earthquake?
- 14. Are all books and supplies stored so as not to fall during an earthquake? (Store heavy items low to the floor, shelf lips on shelves above work areas.)
- 15. Is the office kept clean of trash and other recyclable materials removed promptly?

## ELECTRICAL/MECHANICAL SAFETY

- 16. Are all plugs, cords, electrical panels, and receptacles in good condition (no exposed conductors or broken insulation)?
- 17. Are all circuit breaker panels accessible with each breaker appropriately labeled?
- 18. Are fused power strips being used in lieu of receptacle adapters? Are additional outlets needed in some areas?
- 19. Is lighting adequate throughout the work environment?
- 20. Are extension cords being used correctly? (They must not be run through walls, doors, ceilings; not represent a trip hazard running across aiseways; not to be used as a permanent source of electrical supply--use fused outlet strips or have additional outlets installed; not to be linked together. No "thin" zip cords.)
- 21. Are portable electric heaters being used? (If so, use fused power strips and locate away from combustible materials.)

**Comments**