

Cal Poly Safety Inspection Checklist

Laboratory Area Safety

Date: _____ Department: _____ Building: _____ Room(s): _____

Site Manager*: _____ Inspector: _____

Dept. Safety Coordinator: _____

*Site manager is defined as: lab/space owner, Principal Investigator, Cognizant Individual, etc. This is NOT the department or college Safety Coordinator.

Instructions:

- On a yearly basis, one of these inspection forms is to be completed for each laboratory.
- Copies of the completed self-inspection form shall be sent to the department chair/head and site manager
- The site manager and Dept. Chair/Head must sign and date receipt of the inspection form below
- Items requiring corrective action shall be completed within 30-days and the updated inspection form shall be sent to the department chair/head and safety coordinator to close out the deficiencies
- This completed inspection form shall be available during an audit
- The department chair/head or designee shall submit a Facilities Service Request for corrective actions requiring maintenance service (extension 5555)

Questions regarding specific compliance requirements should be directed to Tom Featherstone, Hazardous Materials Specialist, Environmental Health & Safety at extension 6661 or email at tfeather@calpoly.edu.

Department Chair: _____ Date: _____

Site Manager: _____ Date: _____

Do NOT leave any line item blank. If not applicable, please put N/A in comments box.

GENERAL	YES	NO	COMMENTS
Are laboratory work and storage areas clean and orderly?			
Are emergency notification procedures, contacts, and phone numbers posted?			
Is a first aid kit readily accessible and adequately stocked?			
Do aisles have a minimum of 24 inches of clear width?			
Is food stored properly; (i.e., As described in this lab's Chemical Hygiene Plan)?			
Are safety guards in place for equipment with moving parts (belts, fans, saw blades)?			
Is electrical equipment grounded or double insulated?			

GENERAL (continued)	YES	NO	COMMENTS
Is there a trash container specifically designated for glass?			
Have trip hazards been eliminated (e.g., cords, hoses, etc.)?			
Are safety shower and/or eyewash stations available in the lab and unobstructed?			
Are eyewashes and safety showers inspected and (both) tested <u>monthly</u> and records of testing available?			
Are exit doors unobstructed?			
Are all cabinets and shelves secured to the walls or otherwise anchored to resist seismic failure or collapse?			
Has all overhead storage been minimized and stored materials been restrained from falling?			
Do all fume hoods have an airflow indicator present that is working properly and are certified for use?			
Have all chemical containers and equipment (other than those currently in use) been removed from inside the fume hoods?			
Do all fume hoods have a sticker certifying testing with the past 12 months and showing the highest allowable level of the sash for proper operation?			
Is there a clear area 30 inches wide by 30 inches deep in front of all electrical panels and circuit breaker boxes? (fixed counters are allowed)			
Is documentation of prior safety inspections <u>and corrections</u> maintained and available?			
Is a fire extinguisher readily accessible with a current (within one year) service tag?			

HAZARDOUS CHEMICALS	YES	NO	COMMENTS
Are <u>all</u> containers clearly labeled, including hazard identification? (this includes containers of stock solutions, vats, tanks, and containers of non-hazardous materials [water])			
Are chemicals segregated by hazard class and chemical compatibility?			
Are Safety Data Sheets (SDSs) readily available for all substances in the lab?			
Are flammable liquids stored in safety cans or flammable cabinets (10 gallons aggregate are exempt from this requirement)?			
Are peroxidizable compounds properly stored and labeled with the date they were received and the date first opened?			

HAZARDOUS CHEMICALS (cont.)	YES	NO	COMMENTS
Are water and air reactive compounds properly stored (i.e., immersed in appropriate solutions, dessicant, etc.)?			
Are gas cylinders secured in an upright position by two steel chains or steel cables?			
Are gas cylinders clearly labeled?			
Are protective caps in place over the valves of all gas cylinders that are not in use?			
Is a complete, current inventory of all chemicals readily available?			
Are flammable / combustible liquids dispensed only by pouring or lid mounted pumps (no gravity fed or bottom-dispensing containers)?			
Are flammable liquids in quantities in excess of 10 gallons (cumulative for the room) stored in a NFPA approved flammable storage cabinet with self-closing door?			
Are chemical spill and clean-up materials available that are appropriate for the normal operations in the lab?			
Do all chemical storage shelves have lips or other seismic restraints?			

HAZARDOUS WASTE	YES	NO	COMMENTS
Is all hazardous waste stored in containers that are sturdy, routinely inspected for leaks, compatible with the waste, and kept closed when hazardous waste is not being added or removed?			
Are hazardous waste containers segregated by compatible storage groups and placed in secondary containers for spill containment?			
Are hazardous waste containers labeled with the initial date of accumulation, with the words "Hazardous Waste", with the contents of the container, and with the name and address of the University?			
Are all hazardous waste containers labeled (regardless of size)?			
Have all employees who handle Hazardous Waste received the required training?			

HEALTH & SAFETY TRAINING	YES	NO	COMMENTS
Do employees and students receive appropriate health & safety training before they first begin working with hazardous substances or processes, when new hazards (substances, processes, or equipment) are introduced to the lab, or when the supervisor / instructor is made aware of a new or previously unrecognized hazard?.			
Do employees and students receive training on:			
The lab's Chemical Hygiene Plan (CHP)?			
Health & safety policies and practices including health & safety rights and responsibilities.			
Specific hazards associated with the materials and equipment they use and how to protect themselves?			
The use of personal protective equipment (PPE), if applicable?			
Emergency procedures?			
Is written documentation of safety training available, complete, and current?			