

# Universal Health & Safety Checklist

Location/Department: \_\_\_\_\_

Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Fire Safety	Y/N/NA/NO	Comments
1. EVACUATION ROUTES POSTED IN BUILDING		<ul style="list-style-type: none"> <li>In stairways, by elevators, in long corridors, at exits, in large assembly areas</li> </ul>
2. APPROPRIATE FIRE EXTINGUISHER PRESENT, MOUNTED, READILY ACCESSIBLE, AND READY TO USE		<ul style="list-style-type: none"> <li>At least 4' but not more than 5' from the floor</li> <li>Gauge/arrow in green</li> <li>Not available or type inappropriate? Contact Facilities at 231-4300 and submit ISR, including leased properties</li> </ul>
3. FIRE EXTINGUISHERS INSPECTED MONTHLY AND ANNUALLY		<ul style="list-style-type: none"> <li>Check tags</li> <li>Monthly inspection performed by departmental designated personnel, such as housekeeping or lab personnel. Annual inspections performed by the vendor</li> </ul>
4. FLAMMABLE LIQUID STORAGE UNIT ACCEPTABLE		<ul style="list-style-type: none"> <li>Away from ignition sources and exits, ventilation, signage, locks</li> <li>Not located in public areas, stairways, or at exits</li> </ul>
5. FLAMMABLE LIQUIDS OUTSIDE STORAGE UNIT		<ul style="list-style-type: none"> <li>Please contact EHSS if you need to store more than 1 day's use</li> </ul>
6. COMBUSTIBLES MINIMIZED AND STORED PROPERLY		<ul style="list-style-type: none"> <li>Should not exceed the amount for daily operation</li> <li>Not within 3' of a heat source, secure/stable stacks</li> </ul>
7. WALL/DOOR DECORATIONS NOT EXCESSIVE		<ul style="list-style-type: none"> <li>Papers, posters, pictures over 10% of the wall space or corridor is excessive.</li> <li>Banners, flags, upholstery must be flame-retardant (tag or certificate).</li> <li>No decorations should block exit signs or fire equipment.</li> </ul>
8. BURN PERMITS OBTAINED FOR REQUIRED ITEMS		<ul style="list-style-type: none"> <li>Grills, sterno, tiki torches and candles for ceremonies. Candles and other open flame sources are not permitted in office areas.</li> </ul>
9. PROPER CEILING CLEARANCE BETWEEN STORAGE AND THE CEILING		<ul style="list-style-type: none"> <li>Maintain 18" if the space is sprinklered; 24" unsprinklered</li> </ul>
10. HOUSEKEEPING IS SATISFACTORY		<ul style="list-style-type: none"> <li>No clutter, overflowing trash, should be neat and orderly work area</li> </ul>
11. FIRE SAFETY/PROTECTION EQUIPMENT APPEARS TO BE IN GOOD WORKING ORDER AND UNOBSTRUCTED		<ul style="list-style-type: none"> <li>Smoke detectors, fire panels unobstructed, hydrants (no clearance issues), exit signs visible and lighted, fire doors not altered or propped open, sprinkler heads not painted or excessively dirty.</li> </ul>
12. NO MISSING OR EXCESSIVELY DAMAGED CEILING TILES		<ul style="list-style-type: none"> <li>Temporary removal while ongoing work is occurring is acceptable</li> </ul>
13. NO UNAUTHORIZED CONSTRUCTION		<ul style="list-style-type: none"> <li>All renovation and construction work must be approved by Facilities. If suspect construction is identified, please notify EHSS.</li> </ul>
14. EXITS, CORRIDORS AND STAIRWAYS AISLES UNOBSTRUCTED		<ul style="list-style-type: none"> <li>Exit doors must not be locked, no clutter in the means of egress.</li> <li>Contact EHSS for guidance regarding furniture in means of egress.</li> </ul>
15. FIRE-RATED "LISTED" DOORS NOT PROPPED OPEN		<ul style="list-style-type: none"> <li>Fire-rated doors typically required at stairwells and in corridors</li> <li>Fire-rated doors should not be altered in any way (ex. handle or lock removed, holes cut in)</li> </ul>
16. NO HALOGEN LAMPS/BULBS		<ul style="list-style-type: none"> <li>These lights lost their UL rating; prohibited on campus</li> <li>Halogen lamp o.k. as long as the bulb is not halogen</li> </ul>
17. ASSEMBLY AREAS ARE PROPERLY SIGNED WITH OCCUPANCY LIMIT AND HAVE AT LEAST 2 EXITS IF THE OCCUPANCY IS > 50.		<ul style="list-style-type: none"> <li>Classrooms, auditoriums, labs, chapels, ballrooms, conference rooms, etc.</li> <li>Egress doors must swing in direction of egress travel when occupancy is over 50</li> </ul>
18. WALL, FLOOR, AND CEILING PENETRATIONS ARE PROPERLY FIRE-STOPPED.		<ul style="list-style-type: none"> <li>Contact Physical Plant to apply/install proper fire-stopping systems.</li> </ul>

Electrical Safety	Y/N/NA/NO	Comments
19. ELECTRICAL EQUIPMENT MUST BE SUITABLE FOR INSTALLATION AND USE		<ul style="list-style-type: none"> <li>Look for obvious misuse of electrical equipment and/or apparatus, homemade items, "rigged" wiring, exposed premise wiring. If it looks suspect, it probably is and should be referred to EHSS for review.</li> </ul>

Electrical Safety	Y/N/NA/NO	Comments
20. EXTENSION CORDS RATED FOR HEAVY OR EXTRA-HEAVY DUTY		<ul style="list-style-type: none"> <li>Light duty (e.g., household-style) cords are not permitted. Cords must be three-prong if they are used with grounded equipment.</li> </ul>
21. ELECTRICAL CORDS IN GOOD CONDITION AND PROTECTED FROM DAMAGE		<ul style="list-style-type: none"> <li>Insulation not excessively damaged</li> <li>Ground prong (3<sup>rd</sup> prong) intact</li> <li>Cords not posing a tripping hazard</li> <li>Protected from being pinched, crushed, cut</li> </ul>
22. NO "DAISY-CHAINING" OF EXTENSION CORDS OR POWER STRIPS		<ul style="list-style-type: none"> <li>Plugged directly into premise wiring</li> <li>GFCI "pig-tails" and extension cords plugged together are acceptable</li> </ul>
23. NO PERMANENT USE OF EXTENSION CORDS		<ul style="list-style-type: none"> <li>Extension cords are for temporary use only and cannot be used in permanent arrangement. Either use a power strip that incorporates overcurrent protection or have an outlet installed by Facilities.</li> </ul>
24. ONLY APPROVED MULTIPLUG OUTLET ADAPTERS OR 3-PRONG ADAPTERS USED		<ul style="list-style-type: none"> <li>Must have over-current protection and be grounded.</li> <li>Do not overload.</li> </ul>
25. LIVE ELECTRICAL EQUIPMENT PROTECTED		<ul style="list-style-type: none"> <li>No missing/damaged cover plates on outlets, junction boxes, etc. If such are identified, refer the issue to Facilities to be corrected.</li> <li>Where there are exposed energized conductors, such as in research, the area must be properly signed and access limited to qualified persons only.</li> </ul>
26. HAND TOOLS MUST BE DOUBLE INSULATED OR GROUNDED		<ul style="list-style-type: none"> <li>Will be marked as 'double insulated' or have a 3<sup>rd</sup> prong on the plug</li> </ul>
27. DISCONNECTS PROPERLY LABELED/IDENTIFIED AND READILY ACCESSIBLE		<ul style="list-style-type: none"> <li>Check panel box to see if circuit breakers are labeled (on inside of door)</li> <li>Emergency disconnects (boxes on walls) must be labeled</li> <li>Maintain at least 30" wide or the width of the panel, whichever is greater, and 6' high clearance in front of panel</li> </ul>
28. GFCI USED IN WET/DAMP LOCATIONS OR ON CONSTRUCTION/RENOVATION PROJECTS		<ul style="list-style-type: none"> <li>Types of GFCI include: circuit breaker, outlets, pigtails, or GFCI extension cords</li> </ul>

Personal Protective Equipment	Y/N/NA/NO	Comments
29. APPROPRIATE PPE IS AVAILABLE FOR THE TASK		<ul style="list-style-type: none"> <li>Gloves, safety glasses, hearing protection, etc. must be provided as needed to protect employees from exposure to a hazard. A hazard assessment must be performed and documented. Please contact EHSS as needed for guidance or see <a href="#">Personal Protective Equipment</a> on the EHSS website.</li> </ul>
30. RESPIRATORS BEING USED OR PRESENT IN A LOCATION TYPE: LOCATION:		<ul style="list-style-type: none"> <li>If personnel are using respirators, they must participate in EHSS' respiratory protection and medical surveillance program. If users are identified are they are <i>not</i> in the program, please contact EHSS.</li> </ul>
31. SUSPECTED EXCESSIVE NOISE (3' RULE OF THUMB) OR POSTED HIGH NOISE AREA/TASK AND HEARING PROTECTION NOT BEING USED		<ul style="list-style-type: none"> <li>If suspect exposures are identified, please contact EHSS.</li> </ul>

Compressed Gas Cylinders	Y/N/NA/NO	Comments
32. GAS CYLINDERS ARE IN GOOD CONDITION AND ARE PROPERLY SECURED		<ul style="list-style-type: none"> <li>Cylinders must be chained/secured to a substantial structure or in stands.</li> <li>No corrosion, dents, evidence of arcing.</li> </ul>
33. GAS CYLINDERS PROPERLY HANDLED		<ul style="list-style-type: none"> <li>Regulators must be removed and the cylinder capped when not "in use".</li> </ul>

<b>Compressed Gas Cylinders</b>	<b>Y/N/NA/NO</b>	<b>Comments</b>
34. GAS CYLINDERS PROPERLY STORED		<ul style="list-style-type: none"> <li>Oxidizers separated from fuel gases by 20' or a fire wall 5' tall with a ½ hour fire rating.</li> <li>Cylinders must be labeled as to contents and marked "empty/full" when in storage.</li> <li>Cylinders must be capped when in storage.</li> <li>Locked/secured to prohibit unauthorized access.</li> <li>No flammable cylinders or poisons in public egress areas .</li> <li>No hydrogen stored indoors.</li> <li>Highly toxic cylinders stored in appropriate gas cabinets.</li> <li>All indoor storage areas must be reviewed and approved by EHSS.</li> </ul>
35. GAS CYLINDERS PROPERLY TRANSPORTED		<ul style="list-style-type: none"> <li>Cylinders must be secured in cart with regulators removed and capped when in transport, and may not be transported in vehicles (unless trained and authorized to do so)</li> </ul>

<b>Chemical Safety</b>	<b>Y/N/NA/NO</b>	<b>Comments</b>
36. LABORATORY-SPECIFIC DOCUMENTATION AVAILABLE TO ALL LAB PERSONNEL?		<ul style="list-style-type: none"> <li>Responsibilities, training, MSDS, and other lab-specific information</li> </ul>
37. INCOMPATIBLES STORED SEPARATELY		<ul style="list-style-type: none"> <li>Segregate as follows: Acids from bases; flammables/combustibles from oxidizers; highly toxic from everything else; and, inorganic acids should be stored separately from organic acids. (E.g. Nitric Acid away from Acetic Acid, oxidizer-combustible)</li> </ul>
38. PRIMARY CONTAINERS PROPERLY LABELED		<ul style="list-style-type: none"> <li>Assure labels are not peeling and containers are intact</li> </ul>
39. SECONDARY CONTAINERS PROPERLY LABELED		<ul style="list-style-type: none"> <li>Secondary containers must be labeled with the name of chemical and hazards (or a numbering system with key)</li> </ul>
40. WASTE CONTAINERS ARE KEPT CLOSED EXCEPT WHEN IN USE		<ul style="list-style-type: none"> <li>Waste containers and product containers must be closed when not in use (funnel should not be in the opening when not in use).</li> </ul>
41. CHEMICALS STORED OFF OF FLOOR AND OUT OF DIRECT SUNLIGHT/AWAY FROM HEAT SOURCES		<ul style="list-style-type: none"> <li>Do not store glass bottles on the floor unless in secondary containment. 5gal plastic (ex. carboys) and metal containers are acceptable on floor.</li> </ul>
42. WATER REACTIVES STORED AWAY FROM SINKS AND PIPES		<ul style="list-style-type: none"> <li>If the symbol <math>\mathcal{W}</math> appears on the container, it's a water reactive chemical.</li> </ul>
43. PEROXIDE-FORMERS ARE DATED		<ul style="list-style-type: none"> <li>For example: Ether and Tetrahydrofuran</li> </ul>
44. PEROXIDE-FORMERS ARE WITHIN EXPIRATION DATE.		<ul style="list-style-type: none"> <li>Follow guidelines in the Chemical Hygiene Plan.</li> </ul>
45. PICRIC / PERCHLORIC ACID IS HYDRATED		<ul style="list-style-type: none"> <li>VISUALLY inspect for dried out and crystalline material. If such are seen, DO NOT TOUCH and contact EHSS for guidance.</li> </ul>
46. REACTIVE METALS STORED PROPERLY		<ul style="list-style-type: none"> <li>Sodium, Calcium, Magnesium, Potassium metals – usually need to be stored in media that will prevent the metals from contacting water and air (water vapors in air). Store away from flammables.</li> </ul>
47. HOOD IS CERTIFIED OR TAGGED OUT		<ul style="list-style-type: none"> <li>Fume hoods must have a certification sticker indicating inspection within the last year on the unit and an EHSS id#. If your hood does not have an inspection sticker, please contact EHSS.</li> </ul>
48. HOODS ARE UNCLUTTERED		<ul style="list-style-type: none"> <li>Fume hoods that are filled with too much material will be ineffective at exhausting hazardous material because of blocked air flow. A visual of the hood will determine if the hood is packed too full of material to allow proper air flow.</li> </ul>
49. STORAGE IN HOOD IS AT LEAST 6" FROM SASH		<ul style="list-style-type: none"> <li>Excessive storage in fume hood is discouraged, as it affects the hood-ability to exhaust hazardous atmospheres</li> </ul>
50. HOODS ARE PROPERLY VENTED		<ul style="list-style-type: none"> <li>You may not vent fume hoods through the wall or out the window. If you plan to install a hood, your must go through Facilities and EHSS for approval. Contact EHSS for guidance.</li> </ul>
51. FLAMMABLE CHEMICALS ARE REMOVED DURING HOT PROCESSES		<ul style="list-style-type: none"> <li>Hot processes = distillation, hot work, open flames</li> </ul>
52. DESIGNATED EATING / DRINKING AREA		<ul style="list-style-type: none"> <li>Applicable to radioisotope and chemical laboratories</li> </ul>

Chemical Safety	Y/N/NA/NO	Comments
53. SEPARATE FOOD/DRINK STORAGE FROM CHEMICALS		<ul style="list-style-type: none"> <li>Clearly designated area for food/drink</li> </ul>
54. REFRIGERATORS/FREEZERS APPROPRIATELY LABELED (METAL TAG INDICATING RATING)		<ul style="list-style-type: none"> <li>Units used for chemical, biological or similar storage may not be used to store food or drink. Flammable materials may only be stored in an approved, flammable storage rated unit labeled as such.</li> </ul>
55. BENCHTOPS IMPERVIOUS TO WATER AND RESISTANT TO CORROSIVE CHEMICALS		
56. SINK, SOAP, PAPER TOWELS AVAILABLE FOR HAND-WASHING		
57. ENTRANCES POSTED WITH <u>CURRENT</u> EMERGENCY CONTACTS AND ANY REQUIRED SIGNAGE		<ul style="list-style-type: none"> <li>Names and phone numbers of the emergency contacts for the laboratory must be posted, in addition to any required warning or danger sign.</li> </ul>
58. SPILL KIT AVAILABLE TO THE AREA		<ul style="list-style-type: none"> <li>Size and quantity dependent upon and appropriate for the hazards present</li> </ul>
59. SPILL & EMERGENCY PROCEDURES POSTED		<ul style="list-style-type: none"> <li>Evacuation route posted in lab or in building</li> </ul>

Biological Safety	Y/N/NA/NO	Comments
60. NO CARPETS, RUGS, OR FABRIC COVERED FURNITURE		<ul style="list-style-type: none"> <li>It must be possible to decontaminate all surfaces. Chairs must be covered with a non-porous material that can be decontaminated with a disinfectant</li> </ul>
61. BENCHTOPS, FLOORS, WALLS, AND EQUIPMENT ARE MADE OF MATERIAL IMPERVIOUS TO CHEMICALS		<ul style="list-style-type: none"> <li>Must be able to easily wipe down surfaces with appropriate disinfectant and some disinfectants can be corrosive to some materials</li> </ul>
62. SPACES BETWEEN BENCHES, CABINETS, AND EQUIPMENT ARE ACCESSIBLE FOR CLEANING		<ul style="list-style-type: none"> <li>Routine decontamination of work surfaces is required, therefore, these spaces must be accessible</li> </ul>
63. WINDOWS (IF THEY OPEN TO THE EXTERIOR OF THE BUILDING) HAVE SCREENS		<ul style="list-style-type: none"> <li>If windows open to the exterior but they have been sealed shut (e.g., screwed closed and then caulked), then no screens are required</li> </ul>
64. CERTIFIED BIOSAFETY CABINET ; LOCATION IS APPROPRIATE		<ul style="list-style-type: none"> <li>Annual certifications are required for biosafety cabinets (BSCs) used for infectious work.</li> <li>If a BSC is present but not certified or working properly AND the lab personnel indicate there is NO infectious work occurring, then the BSC must be labeled "NOT FOR INFECTIOUS WORK" or similar verbiage</li> <li>BSCs must be located away from doors, windows that can be opened, heavily traveled areas, and other possible airflow disruptions (e.g., air supply grills)</li> <li><u>Laminar flow hoods</u> may or may not be certified; they are for product protection and certification allows the researcher some confidence that their materials are not being contaminated.</li> </ul>
65. SINK FOR HAND WASHING IS PRESENT		<ul style="list-style-type: none"> <li>Should be located near an exit door</li> <li>Can be manually, hands-free, or automatically operated</li> </ul>
66. ANIMALS PRESENT		<ul style="list-style-type: none"> <li>If yes, assure that the personnel have contacted the EHSS Biosafety Officer for biosafety review and for a review of any needed medical surveillance</li> </ul>
67. ENTRANCES POSTED WITH <u>CURRENT</u> EMERGENCY CONTACTS		<ul style="list-style-type: none"> <li>Names and phone numbers of the emergency contacts for the laboratory must be posted, in addition to any required warning or danger sign.</li> </ul>
68. ENTRANCES POSTED WITH BIOHAZARD SIGNAGE		<ul style="list-style-type: none"> <li>Sign must include: <ul style="list-style-type: none"> <li>Biosafety level</li> <li>Infectious agents present (the list of infectious agents used may be kept on the inside of the door for security purposes)</li> <li>Required PPE when working with infectious agents</li> <li>Any medical requirements for entry</li> </ul> </li> </ul>
69. ENTRANCE DOORS MUST BE SELF-CLOSING AND		<ul style="list-style-type: none"> <li>Containment, in simple terms, is achieved with four walls and a closed door. If the door is not closed during infectious</li> </ul>

Biological Safety	Y/N/NA/NO	Comments
LOCKABLE		manipulations, then there is no containment.
70. ACCESS TO LAB IS CONTROLLED		<ul style="list-style-type: none"> <li>Access must be controlled in BSL 1 labs.</li> <li>Doors must be locked when no one is in the BSL 2 and 3 labs.</li> </ul>
71. AUTOCLAVE IS AVAILABLE AND IN THE SAME FACILITY AS THE LAB		<ul style="list-style-type: none"> <li>A shared autoclave located in a different room is acceptable for BSL2 research.</li> <li>Refer to “boiler and pressure vessels” on this checklist – must have a VA number (certificate) or an exempt sticker applied by EHSS if &gt; 15psig (table top autoclaves are exempt from this requirement). If you identify an autoclave that is not labeled, please contact EHSS.</li> </ul>
72. NO FOOD OR DRINK ALLOWED IN LAB		<ul style="list-style-type: none"> <li>Eating, drinking, and even storing food or drink for human consumption is not permitted in any area where biologicals are used.</li> </ul>

Eyewashes/Safety Showers	Y/N/NA/NO	Comments
73. EYEWASH PRESENT AND FUNCTIONING		<ul style="list-style-type: none"> <li>Chemical labs with acids/corrosives, all biological labs, battery maintenance areas, process labs (non-academic), pesticide mixing areas must have an eyewash</li> <li>Assure the bowl is not cracked, the handle is present and functional, the water supply is not turned off, and that there is adequate flow to reach eyes</li> <li>Bottled water does not suffice as eyewash station</li> </ul>
74. EYEWASH IS FLUSHED		<ul style="list-style-type: none"> <li>It is recommended that eyewashes be flushed weekly, and that a record of the flushing be maintained.</li> </ul>
75. EYEWASH IS CLEARLY LABELED AND TAGGED WITH EHSS INVENTORY NUMBER.		<ul style="list-style-type: none"> <li>Sign must be prominently displayed</li> </ul>
76. EYEWASH LOCATED WITHIN 10 SECONDS OF WORK AREA AND PATH IS UNOBSTRUCTED		<ul style="list-style-type: none"> <li>Access to an eyewash cannot be obstructed by lockable doors, stairs or storage—even if temporary.</li> <li>Water supply valves should not be easily accessible to general public</li> </ul>
77. DELUGE SHOWER IS PRESENT WHERE POTENTIAL FOR SKIN DAMAGE EXISTS		<ul style="list-style-type: none"> <li>EHSS tests all deluge showers on an annual basis. DO NOT TEST these yourself.</li> </ul>
78. DELUGE SHOWER LOCATED AWAY FROM ELECTRICAL EQUIPMENT		<ul style="list-style-type: none"> <li>Do not locate electrical equipment beneath a shower.</li> </ul>
79. DELUGE SHOWER IS CLEARLY LABELED AND TAGGED WITH EHSS INVENTORY NUMBER		<ul style="list-style-type: none"> <li>Sign must be prominently displayed. If your unit is not tagged, please contact EHSS for guidance.</li> </ul>
80. DELUGE SHOWER LOCATED WITHIN 10 SECONDS OF WORK AREA AND PATH IS UNOBSTRUCTED		<ul style="list-style-type: none"> <li>Access to an eyewash cannot be obstructed by lockable doors, stairs or storage—even if temporary.</li> </ul>

Waste Management	Y/N/NA/NO	Comments
81. SHARPS CONTAINER AVAILABLE (IF REQUIRED)		<ul style="list-style-type: none"> <li>Required in all biological labs and where needles are used</li> <li>Diabetic needles and chemical contaminated needles are not regulated medical waste</li> </ul>
82. WASTE CONTAINERS HAVE LIDS AND ARE KEPT CLOSED		<ul style="list-style-type: none"> <li>Any waste container must have a lid and remain closed except when adding/removing material from the container</li> <li>Bio waste: a lot of times, the waste container and the lid are not one unit, so the lid ends up on a bench or misplaced. We encourage the use of step-on containers which EHSS can provide. These step-on containers allow for hands-free operation and keep the lid attached to the container.</li> </ul>
83. WASTE PROPERLY LABELED (PROPER CHEMICAL NAME, % OF EACH CHEMICAL, “HAZARDOUS WASTE” ON CONTAINER)		<ul style="list-style-type: none"> <li>Biological waste must have a biohazard symbol on it; clear biohazard bags are to be used for BSL1 labs, orange bags for BSL2 labs</li> <li>Oil drums, oily rag drums should be labeled “Waste Oil” or “Used Oil”, etc. Secondary containment required for 55 gallons or more.</li> <li>Chemical wastes are to be labeled with the contents in the container and the hazard. No formulas, trade names or abbreviations may be used.</li> </ul>

Waste Management	Y/N/NA/NO	Comments
84. WASTE PROPERLY STORED		<ul style="list-style-type: none"> <li>Chemical wastes are to be segregated and stored just as chemical products are. Off of floors, out of aisles, etc. and in appropriate containers.</li> </ul>
85. BATTERIES RECYCLED		<ul style="list-style-type: none"> <li>Look for items not regularly removed, or in trash can; if found, contact EHSS</li> </ul>
86. SPENT FLUORESCENT BULBS AND BALLASTS PICKED UP BY EHSS		<ul style="list-style-type: none"> <li>Look for items not regularly removed, or in trash can; should be labeled for bulk storage; if found, contact EHSS</li> </ul>
87. PHOTO-FINISHING CHEMICALS CAPTURED AND DISPOSED OF THROUGH EHSS		<ul style="list-style-type: none"> <li>Typically collected in a 5 gal yellow carboy. Do not dispose of chemicals down the sanitary sewer; rather, collect chemical waste and contact EHSS to arrange disposal</li> </ul>
88. PARTS WASHER CHEMICALS CAPTURED AND DISPOSED OF THROUGH EHSS		<ul style="list-style-type: none"> <li>If you identify a parts washer and you're not aware if EHSS collects the waste generated, please contact EHSS for guidance.</li> </ul>

Hot Work (Welding, Cutting, Brazing)	Y/N/NA/NO	Comments
89. SHOP AREA POSTED WITH CURRENT PERMIT		<ul style="list-style-type: none"> <li>Current permit must be posted for fixed hot work areas.</li> <li>Renewed annually by trained designated person or EHSS.</li> </ul>
90. WELDING OPERATIONS SHIELDED		<ul style="list-style-type: none"> <li>Screens or curtains used for sparks and UV light.</li> </ul>
91. AREA ADEQUATELY VENTILATED		<ul style="list-style-type: none"> <li>Fumes carried away from the breathing zone.</li> </ul>
92. WELDING LEADS IN GOOD CONDITION		<ul style="list-style-type: none"> <li>No damaged insulation (i.e. exposed copper or excessive electrical tape).</li> </ul>
93. CYLINDERS CAPPED WHEN NOT IN USE. ASSURE TORCH AND HOSES ARE IN GOOD CONDITION.		

Machinery & Equipment	Y/N/NA/NO	Comments
94. AERIAL LIFT APPEARS TO BE IN GOOD CONDITION, PROPERLY SET UP, AND PROPERLY USED		<ul style="list-style-type: none"> <li>Assure all personnel have been trained by EHSS prior to using aerial lifts.</li> </ul>
95. FORKLIFT OPERATED SAFELY		<ul style="list-style-type: none"> <li>Forklift= motorized pallet jacks, order pickers, forklifts, lulls.</li> <li>All forklift operators must be certified by EHSS prior to using this equipment.</li> <li>During use, assure the operator is wearing a seat belt, driving slowly, looking in direction of travel or using a spotter, and is not allowing extra riders</li> </ul>
96. FORKLIFT IS SUITABLE FOR THE LOCATION AND IN GOOD CONDITION		<ul style="list-style-type: none"> <li>Electrical and some propane forklifts are acceptable for indoor use; gas powered forklifts are not. Forklifts with small solid tires are only to be used indoors or on firm surfaces (e.g., concrete, asphalt); units with larger pneumatic tires are suitable for all terrain</li> </ul>
97. BATTERY RECHARGING AREA WELL VENTILATED; EYE WASH PRESENT, SPILL KIT, PPE FOR BATTERY MAINTENANCE		<ul style="list-style-type: none"> <li>A spill kit, safety eyewear, face shield, gloves and apron may be required if battery refilling or maintenance is performed. An eye wash must also be present.</li> <li>All battery charging areas must be well ventilated.</li> </ul>
98. FUELING AREA WELL VENTILATED; PORTABLE FIRE EXTINGUISHER PRESENT; GROUNDING/BONDING SYSTEM; SPILL KIT; ADEQUATE FUEL STORAGE & CONTAINER LABELING		<ul style="list-style-type: none"> <li>A portable fire extinguisher must be located proximate to all fueling areas.</li> <li>The dispensing container must be bonded/grounded to the receiving container unless the dispensing hose is designed to accomplish this.</li> <li>A spill kit must be present.</li> <li>All fuel containers must be labeled with the contents and the appropriate NFPA diamond. Contact EHSS as needed for guidance.</li> </ul>
99. BOILER AND PRESSURE VESSELS (> 175 PSIG OR 60 GALLONS/8 CU FT) HAVE A CURRENT CERTIFICATE POSTED AT THE EQUIPMENT		<ul style="list-style-type: none"> <li>Refer to EHSS if "no"</li> <li>Examples of boilers and pressure vessels include: air tanks, water heaters, chillers, boilers, refrigeration systems, water tanks, steam generators, kettles, autoclaves, sterilizers</li> </ul>
100. OVERHEAD OR MOBILE CRANES PRESENT (HOISTS ARE EXEMPT)		<ul style="list-style-type: none"> <li>Refer to EHSS if "yes" and you are unsure if these have been inspected by an authorized vendor</li> </ul>

<b>Machinery &amp; Equipment</b>	<b>Y/N/NA/NO</b>	<b>Comments</b>
101. DAMAGED/DEFECTIVE HAND TOOLS/EQUIPMENT NOT BEING USED		<ul style="list-style-type: none"> <li>Equipment that has cracked casings, controls not operating properly, missing guards, or damaged electrical cords must be removed from service, replaced, or repaired.</li> <li>Metal-clad ungrounded hand tools may not be used unless they are labeled 'double insulated'</li> </ul>
102. EXPOSED MECHANICAL HAZARDS PROPERLY GUARDED OR OTHERWISE ADDRESSED		<ul style="list-style-type: none"> <li>Refer to EHSS if "no"</li> <li>Examples of mechanical hazards that must be guarded: exposed pinch points, sheer points, rotating equipment, power transmission equipment, gears, belts, etc. Fans must be guarded by elevation (e.g., out of physical reach) or by screen with openings less than 1/2".</li> </ul>
103. SCAFFOLDING USED		<ul style="list-style-type: none"> <li>All employees that erect and use scaffolding must be trained. Please contact EHSS for assistance if employees have not been trained.</li> </ul>
104. LADDERS IN GOOD CONDITION		<ul style="list-style-type: none"> <li>Not broken, damaged, bent</li> <li>Rated heavy or extra-heavy duty (see label on ladder)</li> </ul>
105. FARM EQUIPMENT (I.E. TRACTORS) USED		<ul style="list-style-type: none"> <li>If your department uses farm equipment, such as tractors, combines or similar, operators must attend annual EHSS training. Please contact EHSS for assistance if employees have not been trained.</li> </ul>
106. PAINT SPRAY BOOTH COMPLIES WITH REQUIREMENTS		<ul style="list-style-type: none"> <li>Paint spray booths must be engineered to comply with code. Homemade paint spray booths are not acceptable. If found, please contact EHSS for guidance.</li> <li>Paint spray booths may not be moved or relocated unless they are designed for that purpose.</li> </ul>
107. LASER (CLASS 3B OR 4) AREA POSTED WITH AN APPROPRIATE WARNING SIGN BLDG: _____ ROOM #: _____		<ul style="list-style-type: none"> <li>"DANGER – Laser Radiation – Avoid Eye or Skin Exposure To Direct Or Scattered Radiation"</li> <li>The Principal Investigator must have registered these class lasers with the Laser Safety Officer at EHSS, and have completed development of protocols and procedures for use. For guidance, please contact EHSS.</li> </ul>
108. LASER AREA DOOR EQUIPPED WITH SAFETY INTERLOCK OR OTHER EFFECTIVE MEANS USED TO PREVENT ENTRY DURING OPERATION		<ul style="list-style-type: none"> <li>Interlocked mats or doors</li> <li>Sensors, door alarms</li> </ul>
109. LASER KEY IS CONTROLLED		<ul style="list-style-type: none"> <li>Key should not be left in the laser for anyone to operate.</li> </ul>

<b>Health Hazards</b>	<b>Y/N/NA/NO</b>	<b>Comments</b>
110. RADIATION OR X-RAY EQUIPMENT SIGNS WITHIN A ROOM WHERE THERE IS NO SIGN ON THE DOOR		<ul style="list-style-type: none"> <li>Contact EHSS if you need assistance. All areas using radioisotopes or X-ray equipment must be properly signed.</li> </ul>
111. POTENTIAL CONTACT WITH BLOODBORNE PATHOGENS, ANIMALS (INCLUDING CARCASSES)		<ul style="list-style-type: none"> <li>If 'yes', employees must be trained and may need to be offered vaccinations. Please contact EHSS for assistance.</li> </ul>
112. USE OF FIBERGLASS CLOTH OR FILLER POWDER		<ul style="list-style-type: none"> <li>If 'yes', assure proper controls are used during forming, sanding and related operations. Ventilation controls should be used to control employee exposure to dust; if respirators are used, the employee must be trained by EHSS and enroll in medical surveillance. Please contact EHSS for guidance and assistance as needed.</li> </ul>
113. USE OF EPOXY SYSTEMS OR BONDING COMPOUNDS		<ul style="list-style-type: none"> <li>Curing agent are commonly a sensitizer. Proper controls—including gloves and local exhaust ventilation—may be needed to protect employees from exposure. Please contact EHSS for guidance.</li> </ul>
114. LEAD MATERIALS OR OTHER HEAVY METALS BEING USED/HEATED		<ul style="list-style-type: none"> <li>Lead and other heavy metals may be used in solder, glass works, foundry operations, welding, ceramics, heavy metals, pigments, paint, pipe liners, ammunition. If such materials are used, contact EHSS for assistance.</li> </ul>
115. EXCESSIVE DUST (NANO, COAL, COTTON, ETC.)		<ul style="list-style-type: none"> <li>If you work with/produce nanoparticles or the operation produces excessive dust and employee exposure is <i>not</i> controlled with local exhaust ventilation or similar means, contact EHSS for assistance.</li> </ul>
116. MERCURY-CONTAINING EQUIPMENT PRESENT		<ul style="list-style-type: none"> <li>Mercury may be present in thermometers, barometers, pressure-sensing devices.</li> <li>EHSS provides a mercury replacement program. Please contact EHSS for assistance.</li> </ul>
117. FORMALDEHYDE/FORMALIN/METHYLENE OXIDE BEING USED		<ul style="list-style-type: none"> <li>Common in anatomy, histology, and pathology labs.</li> <li>If employee exposures have not been monitored by EHSS and these products are used outside a fume hood, contact EHSS for assistance.</li> </ul>

Other	Y/N	Comments
118. CONFINED SPACES (TANKS, VESSELS, STEAM TUNNELS, SILOS, ETC.) IN THE AREA BEING ENTERED BY PERSONNEL		<ul style="list-style-type: none"> <li>Personnel that enter confined spaces must be trained and approved entry procedures must be followed. If such training has not been performed, DO NOT enter the space and contact EHSS for assistance.</li> </ul>
119. EXCAVATIONS > 4' DEEP ENTERED		<ul style="list-style-type: none"> <li>Personnel that work in or around excavations must be trained, and the work must be overseen by a competent person. If such training has not been performed, contact EHSS for assistance.</li> </ul>
120. FALL HAZARD SITUATIONS PRESENT (> 4' HIGH AND UNPROTECTED)		<ul style="list-style-type: none"> <li>Personnel that work around fall hazards that are more than 4' above the lower level and that are not protected by guardrails must be trained to use fall protection equipment. Contact EHSS for assistance.</li> </ul>
121. FIRST AID KIT AVAILABLE AND STOCKED		<ul style="list-style-type: none"> <li>Minimum requirements=absorbent compress, band aids, tape, antiseptic applications, burn treatment applications, sterile pads, medical exam gloves, triangle bandage and other supplies for possible injuries in the area. There are to be NO medications present in the first aid kit.</li> </ul>
122. MORE THAN 55 GALLONS OF PETROLEUM PRODUCTS STORED ON SITE		<ul style="list-style-type: none"> <li>If yes, contact EHSS for assistance.</li> </ul>
123. ETHYLENE OXIDE STERILIZERS PRESENT		<ul style="list-style-type: none"> <li>Known carcinogen and reproductive hazard. If yes, contact EHSS for assistance if these sterilizers have not been inspected by EHSS.</li> </ul>
124. FIXED EMERGENCY GENERATORS (PETROLEUM-FIRED)		<ul style="list-style-type: none"> <li>If 'yes' and these have not been inspected, please contact EHSS for assistance.</li> </ul>

### Environmental, Health and Safety Services Contact Information

Area/Issue	Phone Number	Area/Issue	Phone Number
Biological Safety	231-5864	Hot Work (Welding, Cutting, Brazing)	231-9068
Boiler and Pressure Vessels	231-2341	Laboratory Safety	231-7611
Chemical Storage/Use	231-7611	Laser Safety	231-3080
Compressed Gas Cylinders	231-9068	Machinery/Equipment	231-2341
Electrical	231-2341	Occupational Safety	231-2341
Environmental	231-2510	Personal Protective Equipment	231-2341
Exposure Monitoring	231-5985	Radioisotopes	231-5364
Eyewashes/Safety Showers	231-7611	Respiratory Protection	231-2509
Fire Safety	231-9068	Training	231-8759
General Questions	231-3600	Waste Management	231-2982
Health Hazards	231-5985	X-ray	231-2699