

**The University of Texas at Arlington
Environmental Health & Safety (EH&S)
272-2185**

Shop Safety Evaluation Checklist

Date:		EH&S Personnel:	
Department:		Building:	
Principal Investigator:		Room:	
Contact:		Phone:	

**C = Compliant NC = Non-Compliant NCC = Non-Compliant Critical
Requirements that must be met to ensure regulatory compliance.**

General Safety – “Chemical-Free Area”	C	NC	NCC	Comments/Notes
1. Evidence of eating, drinking, handling contact lenses, applying cosmetics, storing food for human consumption, food preparation, and/or dish washing was not found in the "Hazardous Area".				
2. "Chemical-Free Area" signs and "Hazardous Area" signs are posted to clearly identify these areas of the laboratory.				
3. Borders for the Designated "Chemical-Free Area" are clearly marked with tape or other appropriate means.				
4. Evidence of chemical use/storage in the "Chemical-Free Area" is not found.				
5. Waste receptacle marked for "non-laboratory trash only" is present in the "Chemical-Free Area".				
6. If any small appliances (microwaves, coffee makers, etc.) are present in the "Chemical-Free Area", written permission in accordance with Handbook of Operating Procedure 5-310 is available.				
Chemicals	C	NC	NCC	
1. There is no evidence of lab personnel eating, drinking or applying cosmetics in the lab.				
2. Principal Investigator has completed annual chemical inventory - chemical list is maintained/current.				
3. All chemicals containers and gas cylinders are barcoded.				
4. Peroxide forming chemicals are dated when received and opened, and not stored beyond their expiration date.				
5. Controlled substance security is adequate to prevent unauthorized use, access or diversion.				
6. The Class D fire extinguisher is unobstructed.				
7. Secondary containers, other than ones for immediate use, are labeled with the identity of their contents and the hazards associated with their contents.				
8. Breakable chemical containers should not be stored on the floor outside of a secondary container.				
9. Chemical containers are kept closed if not in use.				
10. Original container labels on chemical containers are legible and not removed or defaced.				
11. Flammable storage cabinets being used in the laboratory are approved and labeled properly.				
12. Flammable solvents requiring refrigeration are properly stored in flammable storage or explosion proof refrigerators.				
13. The amount of flammables outside of approved flammable storage cabinets/refrigerators is minimized.				
14. Chemicals are stored by hazard class, based on compatibility, and in accordance with SDS.				
15. Liquid Corrosives are stored below eye level (5ft.)				
16. Glassware used at pressures other than ambient is taped or shielded.				
17. Compressed gas cylinders are secured with the safety cap in place when cylinders are not in use.				

Chemical Waste	C	NC	NCC	Comments/Notes
1. Chemical waste is located in the immediate vicinity of generation and under supervision of the person who generated it.				
2. Each waste container has a properly filled out EH&S waste tag attached.				
3. Containers are clearly labeled with the words "Hazardous Waste".				
4. Original labels on containers used for waste are defaced.				
5. Waste Containers are compatible with their contents.				
6. Waste Containers are closed unless actively receiving waste.				
7. Waste Containers are leak proof (no signs of leaks).				
8. Liquid waste containers are properly stored in secondary containment.				
9. Waste secondary containment is appropriate and in good condition.				
10. Waste is properly managed "no evidence of drain disposal, waste found in regular trash, etc."				
11. Waste containers are not in need of pickup.				
12. Incompatible waste stored in separate secondary containers, if leaking, the wastes could not react.				
13. Broken glassware is deposited into puncture resistant containers and only broken glass is present.				

Sharps	C	NC	NCC	Comments/Notes
1. Biological and non-biological sharps containers are labeled properly.				
2. There is no evidence of bent, re-capped, or clipped needles.				
3. Sharp containers are not more than ¾ full.				
4. Requests for sharps removal are submitted to EH&S via CEMS				

Personal Protective Equipment	C	NC	NCC	Comments/Notes
1. The appropriate personal protective equipment (PPE) is available in the laboratory.				
2. Appropriate PPE is being worn by occupants (lab coat, safety glasses, gloves. No open-toed shoes, sandals, flip-flops, etc.)				
3. The appropriate personal protective equipment in good condition and being stored properly.				

Engineering Controls	C	NC	NCC	Comments/Notes
1. Emergency showers are unobstructed and easily accessible.				
2. Eyewashes are unobstructed and easily accessible.				

Physical Hazards	C	NC	NCC	Comments/Notes
1. Belt driven vacuum pumps are protected with belt guards, properly maintained and stored away from flammable chemicals and combustible material.				

Shop Area	C	NC	NCC	Comments/Notes
1. LOTO procedures are being followed and LOTO records are up to date.				
2. Every employee performing LOTO has a color coded lock and tag.				
3. Confined Space entry procedures are being followed and confined space entry records are up to date.				
4. Fall protection procedures are being followed and monthly equipment inspection records are up to date?				
5. Powered Industrial Truck/Forklift daily inspections are documented and up to date.				
6. Indoor air quality issues (i.e. odors, standing water, microbial growth, inadequate ventilation, excessive dust, air pollutants etc.)				

Fire/Life Safety	C	NC	NCC	Comments/Notes
1. Good housekeeping practices are followed in the laboratory, storage of combustibles such as cardboard boxes and paper are kept to a minimum.				
2. Lab doors are kept closed to provide a fire and smoke barrier.				
3. Exits and walkways must be kept clear to ensure means of egress. There needs to be a clear path of 36 inches.				
4. Ceiling tiles are in place and undamaged				
5. Combustibles are not stored within 24" of the ceiling in non-sprinklered buildings or within 18" of the sprinkler head drop distance from the ceiling.				
6. Fire extinguisher is not obstructed.				

Electrical Safety	C	NC	NCC	Comments/Notes
1. Permanent use of extension cords has been eliminated. No multi-plug adapters are used or power strips plugged into other power strips.				
2. Electrical cords are appropriately used (i.e. none are routed above the ceiling tiles or across the floor where they could be a tripping hazard).				
3. Electrical cords are in good condition. (i.e. none have exposed wiring or cracked, brittle, or frayed insulation).				
4. There is clear access to the electrical breaker panel.				

Comments