Shop Safety Evaluation Checklist

Basic Inspection Information

INSPECTOR DETAILS

INSPECTOR CONTACT

INSPECTION DETAILS

Basic Space Information

SPACE

BUILDING

AREAS

PRIMARY MEMBERS

Space - Custom Fields

DEPARTMENT

Inspection Responses

General Safety – “Chemical-Free Area”
C = Compliant NC = Non-Compliant NCC = Non-Compliant Critical
Requirements that must be met to ensure regulatory compliance.

No evidence of eating, drinking, handling contact lenses, applying cosmetics, storing food for human consumption, food preparation, and/or dish washing found in the "Hazardous Area". There should be no evidence of eating, drinking, handling contact lenses, applying cosmetics, storing food for human consumption, food preparation, and/or dish washing in the "Hazardous Area".	N/A

“Chemical-Free Area” signs and “Hazardous Area” signs are posted to clearly identify these areas of the laboratory. “Chemical-Free Area” signs and “Hazardous Area” signs should be posted to clearly identify these areas of the laboratory.	N/A
"Chemical-Free Area" borders marked. Borders for the Designated "Chemical-Free Area" should be clearly marked with tape or other appropriate means.	N/A
No evidence of chemical use in "Chemical-Free Area" found. There should be no evidence of chemical use/storage in the "Chemical-Free Area".	N/A
Marked waste receptacle in the "Chemical-Free Area". Waste receptacle should be marked for "non-laboratory trash only" in the "Chemical-Free Area".	N/A
Small appliances present If any small appliances (microwaves, coffee makers, etc.) are present in the "Chemical-Free Area", a written permission from Office of Facilities Management must be received in accordance with CO-CS-PO-01 Policy.	N/A
Comments/Notes Enter any additional comments or notes	No Response

Chemicals

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

No eating, drinking There is no evidence of lab personnel eating, drinking or applying cosmetics in the lab.	N/A
Appropriate attire Appropriate attire is being worn by occupants (no open-toed shoes, sandals, flip-flops, no short pants, dresses, etc.)	N/A
Annual chemical inventory Principal Investigator has completed annual chemical inventory - chemical list is maintained/current.	N/A

Refrigerators/freezers/microwaves are labeled "No Food & Drinks". EH&S will provide "No Food & Drinks" labels.	N/A
Secondary containers, other than ones for immediate use, are labeled with the proper chemical name and associated hazard(s). The Hazard Communication Standard requires that labels for secondary containers must contain two key pieces of information: the identity of the hazardous chemical(s) in the container (e.g., chemical name) and the hazards present.	N/A
All chemical containers and gas cylinders are barcoded. EH&S should be contacted via CEMS to request barcoding of chemicals and/or gas cylinders when they are received.	N/A
Peroxide forming chemicals are dated when received and opened and are not stored beyond their expiration date. Peroxide forming chemicals are dated when received and opened, tested for peroxide levels every 3 months, and not stored beyond their maximum storage time limit. (see "Safe Operating Procedure: Peroxide Forming Chemicals" available on the EH&S website). If containers are not dated, the date of opening defaults to the date on which the chemical was received. Peroxide forming chemicals should be discarded when peroxide levels approach 100ppm or on the manufacturer's expiration date whichever comes first.	N/A
Breakable containers stored properly. Breakable chemical or non-chemical containers should not be stored on the floor outside of a secondary container.	N/A
Chemical containers are closed if not in use. Chemical containers must be kept closed when not in use.	N/A
Original chemical containers are in good condition. Original chemical containers are in good condition and have no crystallization/dried chemical residue on the outside or around the lid.	N/A

Original chemical container labels are legible and not removed or defaced. If the original label becomes illegible, the container must be relabeled to meet the labeling requirements of a secondary container.	N/A
Flammable storage cabinets approved. Flammable storage cabinets being used in the laboratory are approved and labeled properly.	N/A
Flammable solvents requiring refrigeration stored properly. Flammable solvents requiring refrigeration are properly stored in flammable storage or explosion proof refrigerators.	N/A
The amount of flammable chemicals outside of approved flammable storage cabinets/refrigerators is minimized. No more than 10 gallons of flammable chemicals are permitted outside of the approved flammable storage cabinets/refrigerators.	N/A
Chemicals stored by hazard class. Chemicals are stored by hazard class, based on compatibility, and in accordance with SDS.	N/A
Liquid Corrosives stored below eye level. Liquid Corrosives are stored below eye level (5ft.)	N/A
Compressed gas cylinders are secured with the safety cap in place when cylinders are not in use. Compressed gas cylinders are secured with the safety cap in place when cylinders are not in use.	N/A
Glassware used at pressures other than ambient are taped or shielded. Glassware used at pressures other than ambient are taped or shielded.	N/A
The Chemical Spill Kit is available and completely stocked. The Chemical Spill Kit is available and completely stocked.	N/A
Comments/Notes	No Response

Chemical Waste

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Requirements that must be met to ensure regulatory compliance.

Chemical waste is properly managed There is no evidence of drain disposal or waste found in broken glass boxes and/or regular trash.	N/A
Chemical waste is located in the immediate vicinity of generation and under supervision of the person who generated it. Chemical waste is located in the immediate vicinity of generation and under supervision of the person who generated it.	N/A
Each waste container has a properly filled out EH&S waste tag attached to it or a log sheet. Waste containers must have a properly filled out EH&S waste tag attached to them or a log sheet.	N/A
Waste containers are clearly labeled with the contents of the container and the words "Hazardous Waste". Waste containers are clearly labeled with the contents of the container and the words "Hazardous Waste".	N/A
Original labels on containers used for waste are defaced. Original labels on containers used for waste are defaced.	N/A
Waste Containers are compatible with their contents. Waste Containers are compatible with their contents.	N/A
Waste Containers are closed unless actively receiving waste. Waste Containers are closed unless actively receiving waste.	N/A
Waste Containers are leak proof (no signs of leaks). Waste Containers are leak proof (no signs of leaks).	N/A
Liquid waste containers properly stored in secondary containment. Liquid waste containers are properly stored in secondary containment.	N/A
Secondary containment must be appropriate and in good condition with no spills present. Secondary containment must be appropriate and in good condition with no spills present.	N/A

Incompatible waste is stored in separate secondary containers. Incompatible waste stored in separate secondary containers—if leaking, the wastes could not react.	N/A
Waste containers are not in need of pickup. Waste containers are not in need of pickup.	N/A
Broken glass is deposited into puncture resistant containers. Broken glass is deposited into puncture resistant containers	N/A
Comments/Notes	No Response

Sharps

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Requirements that must be met to ensure regulatory compliance.

Biological and non-biological sharps containers are available, in good condition and labeled properly. Biological and non-biological sharps containers must be available and appropriately labeled when sharps are utilized in the laboratory.	N/A
There are no exposed sharps in the laboratory. And no evidence of bent, re-capped, or clipped needles. Needles must not be re-capped. All sharps must be disposed in an approved sharps container after use.	N/A
Sharps containers are not overfilled. Sharps containers must not be overfilled.	N/A
Requests for full sharps container(s) removal submitted. Requests for sharps removal are submitted to EH&S via CEMS	N/A
Comments/Notes	No Response

Personal Protective Equipment

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Requirements that must be met to ensure regulatory compliance.

The appropriate personal protective equipment is available and in good condition. The appropriate personal protective equipment for the work being performed is present, in good condition, and stored properly.	N/A
Appropriate PPE is being worn by occupants (lab coat, safety glasses, gloves, etc.) Appropriate PPE must be worn by laboratory occupants (lab coat, safety glasses, gloves, etc.)	N/A
Respirators are in good condition and being stored and/or used properly. EH&S will contact the PI to determine if respirator use is required for the work being conducted and if medical clearance and fit testing is required.	N/A
Comments/Notes	No Response

Engineering Controls

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

Emergency showers are unobstructed Emergency showers are unobstructed and easily accessible.	N/A
Eyewashes are unobstructed Eyewashes are unobstructed and easily accessible.	N/A
Room air pressure in lab is negative. To prevent the migration of fire, smoke, and chemical releases from the laboratory space into the hallways and non-laboratory areas, the air pressure in the laboratory work areas shall be negative. Laboratories containing radiation hazards or biohazards may also be required to maintain a negative pressure to contain these hazards. Clean rooms are normally operated at a positive pressure to prevent infiltration of particulates.	N/A
Comments/Notes	No Response

Physical Hazards

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Requirements that must be met to ensure regulatory compliance.

Belt driven vacuum pumps are protected with belt guards, properly maintained, and stored away from flammable chemicals and combustible material. Belt driven vacuum pumps are protected with belt guards, properly maintained, and stored away from flammable chemicals and combustible material.	N/A
Comments/Notes	No Response

Shop Area

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Requirements that must be met to ensure regulatory compliance.

LOTO procedures are being followed and LOTO records are up to date. LOTO procedures are being followed and LOTO records are up to date.	N/A
Every employee performing LOTO has a colorcoded lock and tag. Every employee performing LOTO has a colorcoded lock and tag.	N/A
Confined Space Entry procedures are being followed and confined space entry records are up to date. Confined Space Entry procedures are being followed and confined space entry records are up to date.	N/A
Fall protection procedures are being followed and monthly equipment inspection records are up to date. Fall protection procedures are being followed and monthly equipment inspection records are up to date.	N/A
Powered Industrial Truck/Forklift daily inspections are documented and up to date. Powered Industrial Truck/Forklift daily inspections are documented and up to date.	N/A
There are no indoor air quality issues (i.e. odors, standing water, microbial growth, inadequate ventilation, excessive dust, air pollutants etc.) There are no indoor air quality issues (i.e. odors, standing water, microbial growth, inadequate ventilation, excessive dust, air pollutants etc.)	N/A
Comments/Notes	No Response

Fire/Life Safety

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Requirements that must be met to ensure regulatory compliance.

Good housekeeping practices are followed Good housekeeping practices are followed in the laboratory, storage of combustibles such as cardboard boxes and paper are kept to a minimum.	N/A
Lab doors kept closed Lab doors are kept closed to provide a fire and smoke barrier.	N/A
Exits and walkways clear Exits and walkways must be kept clear to ensure means of egress. There needs to be a clear path of 36 inches.	N/A
Ceiling tiles in place Ceiling tiles are in place and undamaged	N/A
Combustibles stored properly 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.	N/A
Fire extinguisher not obstructed. Fire extinguisher is not obstructed.	N/A
Comments/Notes	No Response

Electrical Safety

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

Permanent use extension cords eliminated Permanent use of extension cords has been eliminated. No multi-plug adapters are used or power strips plugged into other power strips.	N/A
Electrical cords appropriately used 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).	N/A

Electrical cords in good condition Electrical cords are in good condition. (i.e. none have exposed wiring or cracked, brittle, or frayed insulation).	N/A
Clear access to breaker panel There is clear access to the electrical breaker panel.	N/A
Electrical appliances are plugged directly into the wall outlets. Some electrical appliances must always be plugged directly into a wall outlet. These include but not limited to refrigerators, microwave ovens, hotplates.	No Response
Comments/Notes	equipment is blocking the electrical panel next to the fire evacuation map. Move matterial away from the electrical panel.

Equipment

3D printer(s) present 3D printer hazards may include generation of ultrafine/nano-sized particles; heat; high voltage; mechanical hazards from moving parts; ultraviolet light; chemical vapors depending on the media being used.	N/A
Comments/Notes	No Response