

Area Inspection Checklist

Location _____
Inspection Conducted By: _____ Date: _____

How to Use This Checklist

Answer each question with a "Yes" or "No". Any "No" answers are to be fully explained in the Inspection Discrepancies section of this form along with recommended corrective actions. Arrange for the correction of discrepancies and sign off and date each one as they are corrected. Attach copies of work orders or other documents to checklist and forward to the Risk Manager.

General Work Environment

- _____ Are all worksites clean and orderly?
- _____ Are furnishings (chairs, desks, tables, file cabinets, etc.) and panel systems in a safe and usable condition?
- _____ Are all work areas adequately illuminated?
- _____ Are restrooms and washrooms kept clean, sanitary and in proper working condition?
- _____ Are aisles and passageways kept clear?
- _____ Are materials or equipment stored in such a way that sharp projections will not interfere with the walkway?
- _____ Are all exits marked with an exit sign and illuminated by a reliable light source?
- _____ Are the directions to exits, when not immediately apparent, marked with visible signs?
- _____ Are doors that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked?
- _____ Are all exits kept free of obstructions?
- _____ Are all cabinets and shelving units over 6 feet in height attached to the wall?
- _____ Are all cabinets and shelving units over 5 feet in height that could block or hinder evacuation during an emergency (if they were to fall over) attached to the wall?
- _____ Are all maintenance access areas clear?

Employer Posting

- _____ Are emergency telephone numbers posted?
- _____ Is the Cal/OSHA **Safety and Health Protection On the Job** poster displayed where it can be seen by employees?

Medical Services & First Aid

- _____ Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?

Fire Protection

- _____ Are fire extinguishers mounted in readily accessible locations?
- _____ Are fire extinguishers mounted so that employees do not have to travel more than 50 feet to get to the extinguisher?
- _____ Are extinguishers free from obstructions or blockage?
- _____ Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
- _____ Is a record maintained of required monthly checks of extinguishers?
- _____ Are employees periodically instructed in the use of extinguishers and fire protection procedures?

Ergonomics

- _____ Are employees instructed in the proper manner of lifting heavy objects?
- _____ Has [the Risk Manager] conducted work station evaluations for all employees?

Electrical

- _____ Are electrical appliances such as microwave ovens, vending machines, etc. grounded?
- _____ Do extension cords being used have a grounding conductor?
- _____ Are multiple plug adapters other than power surge protectors in use?
- _____ Are all cords and cables in good condition?
- _____ Are all cord, cable and raceway connections intact and secure?

Inspection Discrepancies

General Work Environment

Employer Posting

Medical Services & First Aid

Fire Protection

Ergonomics

Electrical

Comments

INSPECTION CHECKLIST

Employer Posting

- _____ Is the Cal/OSHA poster ***Safety and Health Protection on the Job*** displayed?
- _____ Are emergency telephone numbers posted?
- _____ Are signs concerning exiting from buildings, room capacities, exposures to x-ray, microwave, or other harmful radiation or substances posted?

Record Keeping

- _____ Is there an ongoing safety training program?
- _____ Is training being provided in both general and specific safe work practices?
- _____ Are employee safety and health training records maintained?
- _____ Are copies of training records being sent to the Risk Manager?
- _____ Is documentation of safety inspections and corrections maintained?
- _____ Are safety committee meeting records maintained?
- _____ Are copies of all health and safety records being sent to the Risk Manager?
- _____ Has the Departmental Injury and Illness Prevention Plan been written and implemented?
_____ Date copy of Plan sent to the Risk Manager
- _____ Has an Area Safety Coordinator been selected and trained?
- _____ Is there a system for identifying, evaluating, and correcting workplace hazards?

Department Injury & Illness Prevention Plan

- _____ Has the Departmental Injury and Illness Prevention Plan been written and implemented?
_____ Date copy of Plan sent to the Risk Manager
- _____ Has an Area Safety Coordinator been selected and trained?
- _____ Is there a system for identifying, evaluating, and correcting workplace hazards?
- _____ Is training being provided in both general and specific safe work practices?
- _____ Are copies of training records being sent to the Risk Manager?
- _____ Is there an ongoing safety training program?

Medical Services & First Aid

- _____ Are emergency phone numbers posted?
- _____ Are first aid kits easily accessible to each work area, with necessary supplies available, periodically inspected and replenished as needed?
- _____ Are means provided for quick drenching or flushing of the eyes and body in areas where corrosive liquids or materials are handled?
- _____ Are employees instructed in proper first aid and other emergency procedures?

Fire Protection

- _____ Are employees aware of the fire hazards of the materials and processes to which they are exposed?
- _____ Are fire doors and shutters unobstructed and protected against obstructions, including their counterweights?

- _____ Are fire extinguishers mounted in readily accessible locations?
- _____ Are fire extinguishers mounted so that employees do not have to travel more than 75 feet for a class "A" fire or 50 feet for a class "B" fire?
- _____ Are extinguishers free from obstructions or blockage?
- _____ Are all extinguishers serviced, maintained and tagged at intervals not to exceed one year?
- _____ Are all extinguishers fully charged and in their designated places?
- _____ Is a record maintained of required monthly checks of extinguishers?
- _____ Are employees periodically instructed in the use of extinguishers and fire protection procedures?
- _____ If a Halon 1301 fire extinguisher is used, can employees evacuate within the specified time for that extinguisher?
- _____ Are appropriate fire extinguishers mounted within 75 feet of outside areas containing flammable liquids, and within 10 feet of any inside storage area for such materials?

Emergency Action Plan

- _____ Have emergency escape procedures and routes been developed and communicated to all employees?
- _____ Do employees, who remain to operate critical plant operations before they evacuate, know the proper procedures?
- _____ Is the employee alarm system that provides a warning for emergency action recognizable and perceptible above ambient conditions?
- _____ Do employees know their responsibilities:
 - _____ For reporting emergencies?
 - _____ During an emergency?

General Work Environment

- _____ Are all worksites clean and orderly?
- _____ Are work surfaces kept dry or appropriate means taken to assure the surfaces are slip-resistant?
- _____ Are all spilled materials or liquids cleaned up immediately?
- _____ Are all work areas adequately illuminated?
- _____ Are restrooms and washrooms kept clean and sanitary?
- _____ Are all outlets for water not suitable for drinking clearly identified?
- _____ Are aisles and passageways kept clear?
- _____ Are holes in the floor, sidewalk or other walking surface repaired properly, covered or otherwise made safe?
- _____ Are materials or equipment stored in such a way that sharp projections will not interfere with the walkway?
- _____ Are steps on stairs and stairways designed or provided with a surface that renders them slip resistant?
- _____ Are stairway handrails capable of withstanding a load of 200 pounds, applied in any direction?
- _____ Are all exits marked with an exit sign and illuminated by a reliable light source?
- _____ Are the directions to exits, when not immediately apparent, marked with visible signs?
- _____ Are doors, passageways or stairways, that are neither exits nor access to exits and which could be mistaken for exits, appropriately marked?
- _____ Are exit signs provided with the word "EXIT" in lettering at least 5 inches high and the stroke of the lettering at least 1/2 inch wide?
- _____ Are all exits kept free of obstructions?

Ergonomics

- _____ Can the work be performed without eye strain or glare to the employees?
- _____ Are there pressure points on any parts of the body (wrists, forearms, back of thighs)?
- _____ Are there sufficient rest breaks, in addition to the regular rest breaks, to relieve stress from repetitive-motion tasks
- _____ Are tools, instruments and machinery shaped, positioned and handled so that tasks can be performed comfortably?
- _____ Are all pieces of furniture adjusted, positioned and arranged to minimize strain on all parts of the body?
- _____ Are employees' physical capacities assessed before being assigned to jobs requiring heavy work?
- _____ Are employees instructed in the proper manner of lifting heavy objects?

Personal Protective Equipment & Clothing

- _____ Are protective goggles or face shields provided and worn when there is any danger of flying particles or corrosive materials?
- _____ Are approved safety glasses required to be worn at all times in areas where there is risk of eye injuries such as punctures, abrasions, contusions or burns?
- _____ Are employees who need corrective lenses (glasses, contact lenses) in working environments with harmful exposures, required to wear only approved safety glasses, protective goggles, or to use other medically approved precautionary procedures?
- _____ Are protective gloves, aprons, shields, or other means provided to protect against cuts, corrosive liquids and chemicals?
- _____ Are hard hats provided and worn where danger of falling objects exists?
- _____ Is appropriate foot protection required where there is risk of foot injuries from hot, corrosive, or poisonous substances; falling objects; or crushing or penetrating actions?
- _____ Are approved respirators provided for regular or emergency use where needed?
- _____ Are there written standard operating procedures for the selection and use of respirators where needed?
- _____ Has the Risk Manager been given a list of all employees that do tasks that require the use of a respirator?
- _____ Have all employees using respirators received training?
- _____ Have all employees using respirators taken and passed the appropriate medical examination?
- _____ Are all employees using respirators being recertified for respirator use annually, including the physical?
- _____ Are the appropriate NIOSH approved respirators being used?
- _____ Are they regularly inspected and cleaned, sanitized and maintained?
- _____ Is all protective equipment maintained in a sanitary condition and ready for use?
- _____ Do you have eye wash facilities and a quick drench shower within a work area where employees are exposed to injurious corrosive materials?
- _____ When lunches are eaten on the premises, are they eaten in areas where there is no exposure to toxic materials or other health hazards?
- _____ Are adequate work procedures, protective clothing and equipment provided and used when cleaning up spilled toxic or otherwise hazardous materials or liquids?

Noise

- _____ Has there been a determination that noise levels in the facilities are within acceptable levels?
- _____ Is there an ongoing preventive health program to educate employees in safe levels of noise and exposure, effects of noise on their health, and use of personal protection?
- _____ Is the training repeated annually for employees exposed to continuous noise above 85 dBA?
- _____ Is approved hearing protective equipment (noise attenuating devices) available to every

employee working in areas where continuous noise levels exceed 85 dBA?

_____ If you use ear protectors, are employees properly fitted and instructed in their use and care?

Hazardous Substances Communication

_____ Are hazardous substances identified which may cause harm by inhalation, ingestion, skin absorption, or contact?

_____ Are employees aware of the hazards involved with the various chemicals they may be exposed to in their work environment, such as ammonia, chlorine, epoxies, caustics?

_____ Is there a list of hazardous substances used in the area, by room?

_____ Has the departmental Hazard Communication Plan been written and implemented?

_____ Date copy of plan sent to the Risk Manager.

_____ Has the Hazard Communication Work Area Representative been selected?

_____ Is each container for a hazardous substance (i.e. vats, bottles, storage tanks) labeled with product identity and a hazard warning?

_____ Is there an MSDS readily available for each hazardous substance used?

_____ Is there an employee training program for hazardous substances?

Does this program include:

_____ An explanation of what an MSDS is and how to use and obtain one?

_____ MSDS contents for each hazardous substance or class of substances?

_____ Explanation of "Right to Know"?

_____ Identification of where employees can see the employer's written hazard communication program and where hazardous substances are present in their work area?

_____ The physical and health hazards of substances in the work area, how to detect their presence, and specific protective measures to be used?

_____ Details of the hazard communications program, including how to use the labeling system and MSDS's?

_____ How employees will be informed of hazards of non-routine tasks, and hazards of unlabeled pipes?

Hazardous Chemical Exposures

_____ Are employees trained in the safe handling practices of hazardous chemicals such as acids, caustics, etc.?

_____ Are employees aware of the potential hazards involving various chemicals stored or used in the workplace such as acids, bases, caustics, epoxies, phenols?

_____ Are eye wash fountains and safety showers provided in areas where corrosive chemicals are handled?

_____ Are all containers such as vats and storage tanks labeled as to their contents?

_____ Are all employees required to use personal protective clothing and equipment when handling chemicals (i.e. gloves, eye protection, respirators)?

_____ Are flammable or toxic chemicals kept in closed containers when not in use?

_____ Have standard operating procedures been established and are they being followed when cleaning up chemical spills?

_____ Where needed for emergency use, are respirators stored in a convenient, clean and sanitary location?

_____ Are respirators intended for emergency use adequate for the various uses for which they may be needed?

_____ Are employees prohibited from eating in areas where hazardous chemicals are present?

_____ Is personal protective equipment provided, used and maintained whenever necessary?

Portable Ladders

- _____ Are all ladders maintained in good condition, joints between steps and side rails tight, all hardware and fittings securely attached, and moveable parts operating freely without binding or undue play?
- _____ Are non-slip safety feet provided on each ladder?
- _____ Are non-slip safety feet provided on each metal or rung ladder?
- _____ Are ladder rungs and steps free of grease and oil?
- _____ Are portable metal ladders legibly marked with signs reading "CAUTION" "Do Not Use Around Electrical Equipment" or equivalent wording?

Electrical

- _____ Are electrical appliances such as microwave ovens, coffee makers, vending machines, etc. grounded?
- _____ Do extension cords being used have a grounding conductor?
- _____ Are multiple plug adapters (except power surge protectors) prohibited?
- _____ Are all cords and cables in good condition?
- _____ Are flexible cords and cables free of splices or taps?
- _____ Are all cord, cable and raceway connections intact and secure?

Bloodborne Pathogen Exposure Control

- _____ Are employees against potential exposure to infectious agents in body fluids?
- _____ Has a list of potentially exposed employees been sent to the Risk Manager?
- _____ Have occasions of potential occupational exposure been identified and documented?
- _____ Has a training and information program been provided for employees exposed to or potentially exposed to blood and/or body fluids?
- _____ Have infection control procedures been instituted where appropriate, such as ventilation, universal precautions, workplace practices, personal protective equipment?
- _____ Is personal protective equipment provided to employees?
- _____ Is the necessary equipment (i.e. mouthpieces, resuscitation bags, other ventilation devices) provided for administering mouth-to-mouth resuscitation on patients?
- _____ Are facilities/equipment to comply with workplace practices available, such as hand-washing sinks, biohazard tags and labels, needle containers, detergents, disinfectants to clean up spills?
- _____ Are all equipment and environmental and working surfaces cleaned and disinfected after contact with blood or potentially infectious materials?
- _____ Is infectious waste placed in closable, leak proof containers, bags or puncture-resistant holders with proper labels?
- _____ Has medical surveillance including HBV evaluation, antibody testing and vaccination been made available to potentially exposed employees?
- _____ How often is training done and does it cover:
 - _____ Universal Precautions?
 - _____ Personal protective equipment?
 - _____ Workplace practices which should include blood drawing, room cleaning, laundry handling, clean-up of blood spills?
 - _____ Needle stick exposure/management?
 - _____ Hepatitis B vaccination?

Location _____

Inspection Conducted By: _____ **Date:** _____

GENERAL LABORATORY INSPECTION CHECKLIST

Hazardous Materials

- _____ Is chemical inventory complete, current and readily accessible to employees?
- _____ Are MSDS's available and readily accessible to employees?
- _____ Are containers of stock solutions properly identified (e.g. buffers labeled and marked with the word "buffer")?
- _____ Are original product names or full chemical names (not formulas) and hazards clearly identified on all labels?
- _____ Are containers of non-hazardous substances (e.g. water) labeled clearly to avoid confusion?
- _____ Are synthesized, unnamed chemicals labeled by their reactants and possible products (or by a useful generic description) and with their probable health and physical hazards?
- _____ Are all containers such as vats and storage tanks labeled as to their contents?
- _____ Is all visible piping labeled with contents and direction of flow?
- _____ Has a designated area been established for the use of regulated carcinogens? (See Charles Drew University Chemical Hygiene Plan)

Storage

- _____ Are incompatible materials segregated by chemical class?
- _____ Has infectious waste been placed in closable, leak-proof containers, bags or puncture-resistant holders with proper labels? (See Charles Drew University Medical Waste Management Plan)
- _____ Have all materials which have exceeded the manufacturer's suggested expiration date been properly disposed of?
- _____ Are all containers of peroxide-forming chemical dated upon receipt and disposed of within manufacturer's suggested expiration dates?
- _____ Has secondary containment been provided for the storage of quantities greater than 55 gallons, 500 pounds or 200 cubic feet?
- _____ Are all chemical containers capped and sealed, except when actively adding or removing materials from them?
- _____ Are chemicals being disposed of by evaporation in a fume hood and/or into the room or atmosphere? (Prohibited!)
- _____ Are logs being maintained of delivery and disposition of all hazardous materials?
- _____ Are flammable liquids in quantities greater than 10 gallons being stored in an NFPA approved flammable liquid storage cabinet with a self-closing door?
- _____ Are all flammable liquid storage cabinets free of combustible materials (cardboard, paper, etc.)?

Safety Showers and Eye Washes

- _____ Are safety showers and eye washes unobstructed and readily accessible?
- _____ Are safety showers and eyes washes inspected and activated weekly and recorded on the inspection tag?

Fume Hoods

- _____ Have all fume hoods been certified within the last year?
- _____ Are the fume hood air flow indicators present and operating properly?
- _____ Are chemicals being stored within lab fume hoods? (Prohibited!)

Location

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