



Department of Environmental Health & Safety

LABORATORY SAFETY SURVEY

All laboratories and other similar spaces must be inspected periodically. For each item, check **Yes**, **No**, or **N/A**. Retain all documentation regarding inspections, including findings and corrective actions taken for any “No” responses, for a minimum of 3 years.

Individual occupants *and* their departments are responsible for tracking and/or correcting deficiencies identified in their area of responsibility. Building deficiencies such as repairs to doors, walls, etc., are to be submitted on-line to FMS, via “Request Service” (iServiceDesk).

Please provide a copy of the inspection form to EHS indicating the corrective action taken for each item marked “No”, with the exception of items submitted to FMS via the work order system. Work order numbers including the item number they refer should be listed in the comment section of this form.

Building & Room:	Inspected by:
Department/Area Supervisor:	Date:

Y	N	N/A	GENERAL SAFETY & FIRE SAFETY
			1. Is area around fire extinguishers, fire pull alarms, and in front of electrical panels kept clear?
			2. Is combustible storage kept 24” below ceiling? 18” below sprinkler deflector if sprinklers are present?
			3. Are exit doors and exit door access areas clear of obstructions? Are self-closing fire doors closed (except when room is in use)? Are doors opening and closing properly?
			4. Are walkways and floors clear of debris and other trip hazards? (e.g., equipment cords, boxes, papers, etc.)
			5. Are equipment power cords in good shape, with no exposed wiring, and plugs secure?
			6. Are power strips equipped with overcurrent protection, lying flat or secured to furniture or wall and not daisy chained (plugged into one another)?
			7. Are extension cords being used as permanent power supply? (Not permitted)
			8. Are cords running through doorways, walls, or under rugs? If so, remove and reconfigure.
			9. Housekeeping: Is the area free of excessive amounts of combustible materials such as paper, cardboard, etc.? Is the area organized and reasonably clean and free of debris?
			10. Have building deficiencies such as missing electrical cover plates, holes in walls, or other similar items been reported to FMS via a work order request? Note: Immediate hazards and life safety dangers warrant telephone notification to FMS or EHS.
Y	N	N/A	HAZARDOUS MATERIALS & WASTES
			11. Are all containers, including non-hazardous chemicals and wastes, properly labeled in accordance with applicable standards? Include full chemical name or trade name. (Note: Abbreviations or formulas are not adequate.)
			12. Are food and drink containers kept out of laboratory area? Are food stuffs and food containers used solely for research purposes clearly marked “Not for Human Consumption”?
			13. Are incompatible materials properly segregated? (Refer to Chico State’s Chemical Hygiene Plan)
			14. Are chemical and waste containers in good condition, and kept closed when not in use?
			15. Are quantities of flammable liquids (if > than 10 gallons total) stored in approved flammable liquid storage cabinets? Note: Up to 10 gallons per control area (<u>not</u> per individual lab) may be stored outside of cabinets.
			16. Are refrigerated flammable materials stored only in refrigerators designed for flammable liquid storage?
			17. Is storage of chemicals in fume hoods minimized and sashes kept closed when not in use?

			18. Is Hazardous Materials Emergency Information & Lab's emergency contact information posted?
			19. Are hazardous wastes collected in compatible containers with completed labeling? Has EHS been notified to pick up waste that has accumulated for more than 60 days?
			20. If present, are eyewash stations and/or drench showers unobstructed? Have all users (including students) been instructed in emergency use?
			21. Is all biohazard waste in red bags with proper signage in hard sided, closed secondary containment with biohazard symbols on side and top? <ul style="list-style-type: none"> • Are Sharps containers used for infectious sharps waste?
			22. Is an inventory of hazardous materials maintained for each room <u>and</u> is a copy of the inventory provided to EHS during the month of January of each calendar year.
			23. Is PPE such as lab coats, safety glasses and appropriate gloves readily available? Are they consistently used when handling hazardous materials?
Y N N/A COMPRESSED GASES			
			24. Are cylinders (> 200 cu ft.) listed on University Hazmat Business Plan/Chemical Inventory? Are cylinders stored in a dry, well-ventilated location & protected from heat sources?
			25. Are cylinders > 26" tall secured to a rigid structure at 1/3 and 2/3 height with metal chains or sturdy straps. Maximum of two cylinders per restraint and one restraint per cylinder <26"?
			26. Are cylinder valves closed and valve caps in place when not in use? Are valves and threads periodically checked for wear/damage/leaks?
RECOMMENDATIONS			
			27. Utilize practices to minimize volatilization of chemicals (e.g., use condensers when possible and avoid open container procedures.)
			28. Post Chemical Waste Labeling Guide in Lab where waste is accumulated.
			29. Provide hazardous waste spill clean-up kit and first aid kit. Check first aid kits regularly.
			30. Emergency Preparedness: Is a copy of the University Emergency Response Guide posted and has it been reviewed by all employees? (Online- Go to CSU Chico, Emergency Preparedness Page)
			31. Are employees aware of the Emergency Assembly Point for the building? (Online – Go to CSU Chico, Emergency Preparedness Page)
			32. Earthquake Safety: Secure tall bookcases and equipment to walls or anchor to floors. (Contact FMS; on-line use "Request Service" - iServiceDesk)

Comments

Please contact the Department of Environmental Health and Safety at 898-5126 if you have any questions regarding this form or safety regulations and requirements.