

Workplace Safety Survey

Building _____ Department _____ Room(s) _____ Contact Person _____

Inspection Performed by _____ Date: _____

Y N N/A

Comments

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Abrasive Wheel Grinders

- 1 Work rest present and kept within 1/8 inch of wheel.
- 2 Tongue on top-side of grinder present and kept within 1/4 inch of wheel.
- 3 Side guards cover spindle, nut, flange, and 75% of wheel diameter.
- 4 Bench and pedestal mounted grinders permanently mounted.
- 5 Proper eye protection available and used.
- 6 Cleanliness maintained around grinders.

Biological Safety

- 1 Is recombinant DNA used.
- 2 Are human, animal, or plant etiologic agents or toxins used.
- 3 Are any select agents used.
- 4 Are human or primate blood, tissues, or OPIM used.
- 5 Are biohazardous, etiologic materials disposed of properly.
- 6 Is/are autoclave(s) tested and certified, and use log(s) kept.
- 7 Are appropriate signs posted on door to lab and other areas as appropriate.

Bloodborne Pathogens

- 1 Sharps boxes provided for collection of needles and syringes.
- 2 Safer needle alternatives investigated and implemented where feasible.
- 3 Biohazardous waste bags (red bags) provided for solid BBP waste.
- 4 Employees regularly exposed to BBP have been properly trained.
- 5 Employees regularly exposed to BBP have been offered HBV vaccine.
- 6 All sharps injuries reported and logged.

Chemical Hygiene Plan

- 1 Chemical Hygiene Plan available.
- 2 Standard Operating Procedures available.
- 3 Material Safety Data Sheets readily available.
- 4 All lab personnel have completed Lab Safety Training.

Chemical Storage & Safety

- 1 All containers properly labeled.
- 2 All chemical containers securely closed and stored properly when not in use.

- 4 Cryogenic materials stored properly and proper PPE available.
- 5 Peroxide formers dated at purchase and again upon opening.
- 6 Peroxide formers disposed of within proper time frames.
- 7 Secondary containment used where appropriate.
- 8 Vacuum equipment trapped and/or filtered.
- 9 Chemical storage areas free of ignition sources.
- 10 Refrigerators/Freezers properly labeled.
- 11 Refrigerators/Freezers properly rated if flammable liquids are stored within.
- 12 Fume hoods and/or biosafety cabinets not used for general storage.
- 13 Chemicals segregated and stored by compatibility.
- 14 Flammable liquids in containers over 4 L are in approved safety cans.
- 15 Flammable storage cabinet used if more than 10 gal of flammables present.
- 16 No food or beverages unless adequately separated from chemicals.
- 17 Chemicals purchased in amounts that can be used within a reasonable time.
- 18 Chemical stocks purged of old, out-dated, and unusable chemicals.
- 19 Chemical inventory up to date and copy sent to EH&S.

Compressed Air and Compressed Gases

- 1 Air compressors equipped with pressure gauges and pressure relief valves.
- 2 Compressed air piping, hoses and fittings in good condition.
- 3 Compressed air 30 psi or less for machine/parts cleaning, 10 psi for clothing.
- 4 Compressed air cleaning nozzles with chip/particle deflection device.
- 5 Gas cylinders w/30 lb or more water capacity have valve protection capability.
- 6 Gas cylinders legibly marked as to their contents.
- 7 Gas cylinders stored away from high heat, flames, etc.
- 8 Gas cylinders stored in secure area and secured from tipping or falling.
- 9 Gas cylinders transported on cylinder carts.
- 10 When in use, gas cylinders kept away from elevators, stairs, and ramps.
- 11 Valve protectors used when cylinders not in use or when being transported.
- 12 Liquefied gas cylinders (acetylene) always shipped and stored valve-end up.
- 13 Proper type of regulator used for type of gas cylinder in use.
- 14 Gas cylinders, valves, couplings, regulators kept free of oil and grease.
- 15 Gas cylinders lacking obvious defects, leaks, damage, etc.
- 16 Gas cylinders hydrotested at appropriate intervals.
- 17 Empty gas cylinders labeled "Empty," valves closed, and caps on.
- 18 Oxygen and Acetylene in storage are separated by 5' noncombustible barrier.

Computer Workstation Ergonomics Guidelines (non-mandatory)

- 1 Monitor directly in front, top of screen at or slightly below eye level.
- 2 Monitor approximately 18 to 24 inches away, positioned to avoid glare.
- 3 Anti-glare screen and/or wrist pad used, if needed.
- 4 Chair/footrest heights adjusted to keep thighs parallel with the floor.
- 5 Chair/keyboard heights adjusted properly for hands, wrists, and arms.
- 6 Documents held next to and at the same level as the monitor screen.

Confined Spaces

- 1 All confined spaces and permit-required confined spaces identified.
- 2 Confined Spaces properly posted "Danger Confined Space - Do Not Enter."
- 3 Written confined space entry program available.
- 4 Confined space "Entrants" and "Attendants" have been properly trained.

Electrical Safety

- 1 Extension cords are not used as permanent wiring.
- 2 Extension cords and power strips plugged directly into wall outlets.
- 3 Electrical cords not under carpets/rugs, through doorways, or high traffic areas.
- 4 Extension cords and power strips not daisy-chained one to another.
- 5 Multi-outlet power strips are UL listed and have circuit breakers.
- 6 Power cords are in good condition with no splices or broken insulation.
- 7 Grounding prongs not removed from 3-way plugs.
- 8 Outlet, switch and junction box covers are in place and in good repair.
- 9 Circuit breaker panels and emergency shut offs unobstructed and labeled.
- 10 Electrical outlets not overloaded with appliances, i.e. splitters used.
- 11 Ground Fault Interrupters installed, labeled and operating correctly.
- 12 Energized parts, circuits, and equipment guarded against accidental contact.

Floor & Wall Openings and Runways/Catwalks (with 4 Ft or more to Next Level)

- 1 Floor openings properly guarded, (railings, toe boards) or covered.
- 2 Skylight floor openings guarded with screen or guardrails.
- 3 Wall openings (including chutes and chases) properly guarded.
- 4 Toe boards on wall holes if wall hole less than 4 inches above floor.
- 5 Runways guarded by standard railings on all open sides.
- 6 Toe boards on runways when tools, materials, or parts will be used.

Fire Prevention and Protection

- 1 Fire extinguishers properly mounted, located, and identified.
- 2 Fire extinguishers adequate in number and type.
- 3 Fire extinguishers inspected, recharged, and maintained as required.
- 4 Fire aisles, exit-ways, stairways, and fire equipment kept unobstructed.
- 5 Exit lights properly illuminated and emergency lighting operable.
- 6 Fire doors not blocked open or are on magnets connected to fire alarm system.
- 7 Flammable liquids stored in approved safety cans.
- 8 Flammable liquid containers kept closed when not in use.
- 9 Flammable liquids of 10 gallons or more stored in flammable storage cabinet.
- 10 Flammable storage cabinets labeled "Flammable - Keep Fire Away."
- 11 Connections on drums and combustible liquid piping leak free.
- 12 Flammable liquid drums grounded and bonded to containers when dispensing.
- 13 Proper storage of flammable/combustible materials to reduce risk of fire.
- 14 Oily/greasy rags placed in proper self-closing oily rag containers.
- 15 No penetrations through walls or ceilings and all ceiling tiles are in place.
- 16 Sprinkler heads clean and no storage within 18 inches.
- 17 Sprinkler heads protected by metal guards when exposed to physical damage.

General & Miscellaneous Safety

- 1 Hand washing soap and towels available
- 2 Sink faucets with backflow device or attached hoses above sink rim.
- 3 Heavy objects stored below 5 ft. unless secured and stepladder provided.
- 4 Stepladder or stepstool available & in good condition for high storage access.
- 5 Appropriate signs posted (First aid kit, safety shower, fire extinguisher, etc.).
- 6 Proper disposal of broken glass.
- 7 Batteries charged in properly ventilated area away from sparks and flames.
- 8 Work practices observed during inspection done safety.

General Work Environment & Indoor Air Quality

- 1 All areas properly illuminated.
- 2 Noise levels are within acceptable limits or engineering controls established.
- 3 Areas with high noise levels posted and hearing protection required to be used.
- 4 Work areas clean, sanitary, and orderly. (garbage disposed properly, etc.)
- 5 Work area properly ventilated for type of equipment or chemicals in use.
- 6 Vacuum systems used when possible instead of blowing or sweeping dusts.
- 7 Temperature and humidity seem to be within acceptable ranges.
- 8 Areas free of visible fungal/mold growth and associated odors.
- 9 Walls ceilings, floors free of signs of mold or moisture damage.
- 10 Air intake areas free of odor causing materials or hazardous chemicals.

Hazard Communication

- 1 All hazardous chemical containers marked with contents and hazards.
- 2 Material Safety Data Sheets readily available.
- 3 Employees know what an MSDS is and how to use and obtain one.
- 4 Employees aware of hazards associated with chemicals used in their areas.
- 5 Other hazards identified and labeled (electrical rooms, piping, etc.).

Hazardous Waste & Materials Disposal and Recycling

- 1 Waste storage areas (bins, totes) designated.
- 2 Waste containers properly labeled (chemical components, amounts, etc.).
- 3 Waste containers compatible with waste to be stored.
- 4 Only compatible chemical wastes stored in the same container.
- 5 Waste containers kept closed except when adding waste.
- 6 Waste containers stored compatibly.
- 7 Waste generators have received Hazardous Waste Training.
- 8 Fluorescent, HID, Mercury vapor lamps recycled properly.
- 9 Used oil collected and recycled properly.
- 10 Non-alkaline batteries (lead acid, Ni-cad, silver, etc.) managed for recycling.
- 11 Mercury containing devices (thermostats, barometers, etc.) properly recycled.
- 12 Electronic devices, (monitors, TVs, circuit boards, etc.) managed properly.

Hoists, Cranes and Slings

- 1 Overhead hoists/cranes with limit stop for safe highest and lowest travel.
- 2 Hoist/crane will stop & hold 125% of rated load if actuating force removed.
- 3 Hoist/crane's rated load legibly marked and visible to operator.
- 4 Hoist/crane controls clearly marked to indicate direction of travel or motion.
- 5 Hoist/crane drum has minimum of 2 wraps at lowest range of motion.
- 6 Hoist/crane chains, ropes (cables), and hooks in good condition.
- 7 Competent person inspects slings for damage/defects each day before use.
- 8 Damaged/defective slings immediately removed from service.
- 9 Slings permanently marked or coded to indicate rated capacity.
- 10 Slings not used in excess of rated capacities.
- 11 Hoists, cranes, slings inspected per 1910.179 and 1910.184.
- 12 Loads not allowed to be carried over people.
- 13 Operators trained in the proper operation of hoists/cranes.

Ladders & Scaffolding

- 1 Fixed ladder accessible to the public secured from unauthorized use.
- 2 Fixed ladders over 20 ft. from landing have cages, wells or fall arrest systems.
- 3 Fixed ladders extend 3 ft. beyond roof top.
- 4 All ladders are free of sharp edges, splinters, or cracks.
- 5 Ladders do not have any loose rungs or steps.
- 6 Portable ladders have safety feet.
- 7 Step ladders are less than 20 feet in length.
- 8 Certified scaffolding used and rated for intended loads.
- 9 Toe boards installed on scaffolding when tools, parts, etc. will be used.

Machine Guarding and Lock Out-Tag Out (LOTO)

- 1 Rotating or moving parts (chains, gears, belts, etc) properly guarded.
- 2 Machinery guards secure and don't present a hazard in their use.
- 3 Fixed machinery guarded to prevent splash, spark, and flying chip injuries.
- 4 Equipment and machines securely placed and anchored to prevent moving.
- 5 Guards and safety interlocks not removed or defeated.
- 6 Equipment and machinery kept clean and properly maintained.
- 7 Equipment and machinery have safety inspections completed regularly.
- 8 Sufficient clearance around machines for safe operating and servicing.
- 9 Power shut-off switch within reach of operator's position at each machine.
- 10 Users adequately trained to operate equipment or machines safely.
- 11 Adequate supervision to ensure users are following safe procedures.
- 12 Manually operated control switches and valves clearly identified & accessible.
- 13 Emergency stop buttons available and colored red.
- 14 Machines de-energized and locked out for maintenance and repair as required.
- 15 Auto-startup after power failure or shut-down is prevented.
- 16 Written LOTO program available & employees have been properly trained.
- 17 Proper LOTO locks and devices available, which identify employees.
- 18 Correct LOTO procedures are in use.

Material Handling

- 1 Safe clearance for equipment through aisles and doorways.
- 2 Containers stored, stacked, secured, and of limited height for stability.
- 3 Properly rated dock boards used while loading and unloading trailers.
- 4 Trucks and trailers secured from movement during loading and unloading.
- 5 Shelving and mezzanines properly rated (and marked) for loads.
- 6 Manual pallet jacks, hand-trucks and dollies in good condition.
- 7 Forklifts and motorized pallet jacks inspected each shift or prior to use.
- 8 Forklift and motorized pallet jack operators properly trained.
- 9 All equipment unsafe to operate removed from service until properly repaired.
- 10 Employees instructed in proper manner of lifting heavy objects.

Office Equipment and Breakroom Appliances

- 1 Chairs in good condition and adjustable (if appropriate).
- 2 Paper cutter has guard, blade spring functional, and locked when not in use.
- 3 Portable fans are equipped with appropriate guards.
- 4 Bookcases, shelves, cabinets are not overloaded.
- 5 Bookcases and file cabinets are secured from tipping over.
- 6 Space heaters UL listed with tip switches and working temperature controls.
- 7 Toasters, toaster ovens, etc. used away from combustible materials.
- 8 Coffeemakers, microwaves, etc. in good operating condition.

Personal Protective Equipment (PPE)

- 1 Appropriate eye protection is available and used if hazard present.
- 2 Appropriate hand protection is available and used if hazard present.
- 3 Appropriate hearing protection available and used if hazard present.
- 4 Appropriate foot protection available and used if hazard present.
- 5 Protective clothing (coveralls, aprons, etc.) available and used if needed.
- 6 Approved respirators available and used if needed.
- 7 Respirator users medically certified, properly trained and fit tested.
- 8 PPE is properly stored, clean and in good condition.

Portable Power Tools & Equipment

- 1 All tools and equipment used in the workplace in good condition.
- 2 Tools and equipment stored in secure, dry location to prevent tampering.
- 3 Tools, grinders, saws, etc. provided with appropriate safety guards.
- 4 Circular saws with guard above and below the base shoe, and not wedged up.
- 5 Constant pressure switches on tools, which will shut off power when released.
- 6 All electrical tools/equipment grounded or of double insulated construction.
- 7 Electrical cords and pneumatic/hydraulic hoses in good condition.

Radiation Safety

- 1 Door postings present, fridge, hood, sink labeled, notice to employees posted.
- 2 Inventory records (including waste) available and up to date.
- 3 Radioactive use areas clearly marked and covered with absorbent paper.
- 4 Survey meter available and calibrated within the last year.
- 5 Radioactive materials disposed of properly (i.e. no disposal to regular trash).
- 6 Users have attended Radiation Safety Training.

Safety Equipment and Emergency Preparedness

- 1 Eyewash & safety shower within 100 ft. and 10 second travel time.
- 2 Eyewash & safety shower unobstructed and inspected as required.
- 3 Fume hoods, biosafety cabinets, glove boxes, etc. certified as required.
- 4 Appropriate spill control kit available and stocked.
- 5 Appropriate first aid kit available and stocked.
- 6 Emergency contact information posted by phone (and by entrance if needed).

Walkways, Stairs, and Exits

- 1 Aisles and passageways kept clear, and marked as appropriate.
- 2 Safe walking clearance in aisles where equipment is operated.
- 3 Floors even, no holes, no cracks, and no tripping hazards present.
- 4 Floors kept as dry & non-slippery as practical, spills cleaned up immediately.
- 5 Walk-off mats available for wet weather.
- 6 Constantly wet floors have mats, grates, drainage, etc. where practical.
- 7 Ramps have non-slip surfaces.
- 8 Stairs w/ 4 or more risers have stair rails or handrails.
- 9 Stair railings 30-34" in height, withstands 200 lb vertical/lateral force.
- 10 Stair treads reasonably slip resistant and nosings with non-slip finish.
- 11 Stairways at least 22 inches wide and risers uniform and proper height.
- 12 Stairs exiting into path of vehicle traffic have barriers and warnings.
- 13 Guardrails provided where floors more than 30 inches above next level.
- 14 Bridges provided over conveyors, pits, troughs, or similar hazards.
- 15 Exits properly marked illuminated and unobstructed.
- 16 Emergency lighting available in hallways and stairwells.
- 17 Doors which can be confused for exits, but do not lead to exits, properly
- 18 Exit doors not locked from direction of travel out the door.

Building _____ Department _____ Room(s) _____ Contact Person _____

Y N N/A

Comments

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Welding, Cutting, or Brazing Operations

- 1 Personnel using welding, cutting, brazing equipment trained and authorized.
- 2 Hot Work Permit issued for welding and cutting operations.
- 3 Red hose used to identify acetylene or other fuel-gas.
- 4 Green hose used to identify oxygen.
- 5 Black hose used to identify inert gas or air hose.
- 6 Only approved apparatuses used (torches, regulators, manifolds, etc.).
- 7 Grounding connections on welding machines checked periodically.
- 8 Adequate ventilation exists or is provided for welding or cutting operations.
- 9 Combustible scrap & debris kept clear of operations and removed promptly.
- 10 Welding/Cutting areas posted "No Smoking, Matches or Open Lights, Etc."
- 11 As needed, fire watch established & maintained for 30 min. after operations.