

# WORKSITE INSPECTION FORM

## Laboratory Environment

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector: \_\_\_\_\_ Phone: \_\_\_\_\_

Department: \_\_\_\_\_

### General Hazards

Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	1.	Are aisles, exits, and adjoining hallways maintained free of obstructions that would hinder emergency access or exiting?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	2.	Are there at least 18 inches (47 cm) of vertical clearance between all stored items and the ceiling-mounted fire sprinklers? (If there are no sprinklers, measure to the ceiling itself.)
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	3.	Are approved sharps waste containers available for disposal of needles, blades, and other sharps? (Reminder: There should be a proper procedure for disposal of broken glass.)
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	4.	Has furniture and equipment over five feet tall been bolted to the wall or otherwise secured?

### Emergency Equipment

Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	5.	Are all emergency eyewash and shower stations free of obstructions that would prevent quick access by someone temporarily blinded by a chemical splash? Are they within 100 feet of the laboratory (or approximately 10 seconds)?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	6.	Are the emergency eyewashes for the laboratory tested (flushed) monthly and are the tests documented?

### Laboratory Equipment

Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	7.	Look inside each refrigerator and freezer in your lab to ensure flammables are stored in units that are suitable for storage of flammables. Is each refrigerator and freezer in the laboratory labeled as either "safe" or "unsafe" for storage of flammables?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	8.	Look inside each refrigerator and freezer in your lab to ensure food is stored only in units designated "food only." Are all refrigerators, freezers, and microwave ovens properly labeled either "Food Only" or "No Food or Drink Allowed?"
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	9.	Are all compressed gas cylinders adequately secured with non-combustible restraints to keep the cylinders from falling? (Bench clamps are not adequate to secure large cylinders. Gas cylinders should be capped when not in use.)

### Chemicals

Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	10.	Does the lab have a Chemical Hygiene Plan (CHP)? If yes, is it up to date and has it been reviewed and signed within the past year? If no, all labs that contain chemicals are required to maintain a CHP. Complete a lab specific CHP using the EH&S template ( <a href="http://ehs.ucdavis.edu/chem/chem_mnl/clsm_apps.cfm">http://ehs.ucdavis.edu/chem/chem_mnl/clsm_apps.cfm</a> ).
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	11.	Has the laboratory's chemical inventory been completed or updated within the last year (or within 30 days of a significant change such as a move to a new location or addition of new chemicals) and entered into the EH&S Chemical Inventory System (CIS)?

Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	12.	Are chemical fume hoods kept uncluttered so that air flows properly (e.g., is storage minimized and are adequate work areas provided)? Can ALL chemical work be done more than six inches into hood? (Note: Chemical fume hood sashes must be in good condition and be used at the proper setting, typically 18 inches from the work surface.)
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	13.	Are all chemical containers and hazardous waste containers kept closed when not in use?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	14.	Are all chemical containers (including squirt bottles and unwanted hazardous materials containers) clearly labeled with their contents and primary hazard(s) and are they in good condition (not corroded or leaking)?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	15.	Are corrosives stored below eye level and are incompatible chemicals stored appropriately (e.g., acids separate from bases, oxidizers separate from flammables)?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	16.	Is a spill kit available? Is the location known to all employees in the laboratory? Has there been training in the past 12 months?
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	17.	Are peroxide formers (such as isopropyl ether and diethyl ether) stored away from light and heat and labeled with the date they were opened and the expiration date?

**Electrical**

Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	18.	Are extension cords used only as temporary wiring (<30 days) and not connected in a series (daisy-chained) with other extension cords or power strips? (Cords must be in good condition with no breaks or exposed wiring.)
Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	19.	Is high voltage equipment clearly labeled, properly guarded, and is its use restricted to trained personnel only?

**Ergonomics**

Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	20.	Are ergonomic issues being addressed for employees using computers or at risk of repetitive motion injuries?
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**Other Hazards**

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2.	
3.	
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5.	

**Comments**