

Laboratory Area

San Diego State University Safety Survey Checklist

Inspection Date _____ Department _____ Building/Room _____
 Principal Investigator _____ Surveyor Name _____ Phone Ext _____
 Report Type: Quarterly ___ Biannual ___ Annual ___ Incident Follow Up ___

The Safety Survey Checklist Instructions and Information-Laboratory Area form must be used while completing this safety survey. Please indicate if the items listed below are in compliance. A "Yes" or "N/A" response indicates compliance. Responsibility for resolving non-compliance items is indicated in parenthesis.

Items marked as non-compliant below are in violation of specific sections of the California Health and Safety Code, California Code of Regulations: Title 8 and Title 22, and the Uniform Fire Code. All items marked as non-compliant must be corrected. Please contact EH&S @594-6778, if you have any questions.

GENERAL SAFETY			
1. Employee health and safety information is posted. <i>(Lab, EHS)</i>	Yes	No	N/A
2. A minimum 36" clearance is maintained in exit paths. Items are not stored in main egress corridors. Floors are in a secure, safe, and unobstructed condition free from slipping and tripping hazards to allow for a quick exit. Items are not stored in or under stairwells. <i>(Lab)</i>	Yes	No	N/A
3. All areas have adequate lighting. <i>(Lab, PP)</i>	Yes	No	N/A
4. First aid kits are available and stocked. <i>(Lab)</i>	Yes	No	N/A
5. Storage racks and cabinets are seismically restrained. <i>(Lab)</i>	Yes	No	N/A
6. Stepstools and stepladders are in good condition. <i>(Lab)</i>	Yes	No	N/A
7. Good housekeeping is maintained. <i>(Lab)</i>	Yes	No	N/A
8. Employees are aware of health and safety requirements and policies. <i>(Lab)</i>	Yes	No	N/A

List Comments, Reasons for Non-Compliance and Date of Resolution:

FIRE AND LIFE SAFETY			
1. Public exit doors are clearly marked. <i>(Lab, PP)</i>	Yes	No	N/A
2. All emergency equipment is easily accessible. <i>(Lab)</i>	Yes	No	N/A
3. Fire doors are unobstructed and closed. <i>(Lab)</i>	Yes	No	N/A
4. Fire extinguishers are accessible, certified annually, and inspected monthly. <i>(Lab, PP)</i>	Yes	No	N/A
5. Fire alarm audio visual devices are easily seen and free of obstruction. <i>(Lab)</i>	Yes	No	N/A
6. No smoking policy is enforced. <i>(Lab)</i>	Yes	No	N/A
7. Employees are informed about emergency evacuation and how to report an emergency. <i>(Lab)</i>	Yes	No	N/A

List Comments, Reasons for Non-Compliance and Date of Resolution:

ELECTRICAL SAFETY			
1. Electrical components are in safe working condition. <i>(Lab)</i>	Yes	No	N/A
2. Electrical cords are used and secured appropriately. <i>(Lab)</i>	Yes	No	N/A
3. Electrical and circuit breaker panels have a minimum of 36" unobstructed access. <i>(Lab)</i>	Yes	No	N/A

List Comments, Reasons for Non-Compliance and Date of Resolution:

CHEMICAL SAFETY			
1. All chemical bottles and containers are clearly labeled, well sealed (capped), and for time-sensitive chemicals, are not stored beyond the shelf life expiration dates. (Lab)	Yes	No	N/A
2. Hazardous materials are stored in adequate containers with compatible chemicals. (Lab)	Yes	No	N/A
3. Peroxide-forming chemicals have been tested and are labeled. (Lab)	Yes	No	N/A
4. Unstable nitro compounds (e.g. picric acid) are not dry in appearance. (Lab)	Yes	No	N/A
5. Acid is stored below eyelevel and in secondary containment. (Lab)	Yes	No	N/A
6. Fume hoods are used at proper sash height and have unobstructed air flow. (Lab)	Yes	No	N/A
7. Small chemical spill kit is accessible and contents are intact. (Lab, EHS)	Yes	No	N/A
8. Appropriate personal protective equipment is available (for example safety glasses and gloves). (Lab)	Yes	No	N/A
9. Bunsen burner hose connections are undamaged and securely connected. (Lab)	Yes	No	N/A
10. Emergency eyewash & safety showers are present, accessible, and in good working condition. (Lab, PP)	Yes	No	N/A
11. Food, drinks, or pets are not allowed in the laboratory work area. (Lab)	Yes	No	N/A
12. Food or beverage containers are not used to store chemicals. (Lab)	Yes	No	N/A
13. Sinks have berms if there is chemical storage nearby. (Lab)	Yes	No	N/A
14. MSDS's are accessible with location signs in place and the chemical inventory list is current. (Lab)	Yes	No	N/A
15. Compressed gas cylinders are secured together and stored properly. (Lab)	Yes	No	N/A

List Comments, Reasons for Non-Compliance and Date of Resolution:

BIOHAZARDOUS WASTE			
1. Biohazardous wastes are disposed in red bags. Red bags are placed in a rigid, non-leaking container with lid during storage and transportation. (Lab)	Yes	No	N/A
2. Sharps with biohazardous residue are discarded in sharps containers only. (Lab)	Yes	No	N/A
3. Biohazardous waste containers (red bags and sharps containers) are properly labeled (with biohazardous label and address label) and do not have overflow. (Lab)	Yes	No	N/A
4. Biohazard waste containers do not contain hazardous chemicals. (Lab)	Yes	No	N/A

List Comments, Reasons for Non-Compliance and Date of Resolution:

HAZARDOUS WASTE			
1. Laboratory waste containers are adequate, closed, properly labeled, and in good condition. (Lab)*	Yes	No	N/A
2. Waste containers are not held longer than 9 months. (Lab)*	Yes	No	N/A
3. Hazardous waste labels are completed including date of first use. (Lab)	Yes	No	N/A
4. Food or beverage containers are not used to store hazardous waste. (Lab)	Yes	No	N/A
5. All spills are cleaned up in a timely manner. (Lab)	Yes	No	N/A
6. Empty containers are marked "empty" and given to EH&S for pick-up. (Lab)	Yes	No	N/A
7. Broken glass boxes do not contain hazardous chemicals. (Lab)	Yes	No	N/A
8. Boxes and/or containers do not have overflow, i.e. lids can be closed. (Lab)	Yes	No	N/A
9. Chemicals are not stored in the sink. (Lab)	Yes	No	N/A
10. Incompatible chemical waste is not stored together, without secondary containment. (Lab)	Yes	No	N/A
11. Unauthorized treatment of chemicals for disposal, i.e. neutralization, filtering, chemical separation, dilution, etc. is not performed. (Lab)	Yes	No	N/A

List Comments, Reasons for Non-Compliance and Date of Resolution:

***Please contact EH&S for hazardous waste labels and to pick up hazardous waste for disposal**