

U C Davis Environmental Health and Safety Laboratory Safety Review Checklist

Principal Investigator:

Date:

Lab Contact:

Phone:

Building:

Room Number(s):

Department:

Lab Name/Function:

Please check Yes, No, Serious Violation or Not Applicable for each item. All No responses require follow-up within 30 days, unless otherwise noted and all Serious Violations require 3 day follow-up.

#	Y	N	S	NA	ITEM	REFERENCE
CARCINOGENS						
1					Work and storage areas properly marked and controlled	CCR Title 8 §5209(g)
2					California regulated inventory reported to EH&S	CCR Title 8 §5209
3					Carcinogen self audit complete	UCD Carcinogen Safety Manual
4					Carcinogen Standard Operating Procedures available	CCR Title 8 §5209
CHEMICAL						
5					Containers clearly labeled with contents and primary hazard(s)	CCR Title 8 §5191(h), SN19, SN42
6					Chemical storage containers in good condition	CCR Title 8 §5164(c), PP290-65
7					Corrosive chemicals stored below eye level	CCR Title 8 §5191A, SN42
8					Combustible materials not stored with flammable chemicals	CCR Title 24 §2703, NFPA30,SN19
9					Commonly used abbreviations posted in prominent location	
10					Hazardous chemicals not stored on floor	CCR Title 24 §2705, NFPA 400
11					Lab free of expired or unneeded chemical	CCR Title 8 §5191 A, SN19
12					Maximum of 60 gallons flammables per storage unit/ max 3/fire area	CCR Title 8 §5533(a),
13					Less than 10 gallons of flammables outside flammable storage	NFPA 30, NFPA 45, PP290-65,SN19
14					Flammables used away from ignition sources	
15					Flammable liquid storage containers 2 gallon or less	CCR Title 8 §5538
16					Flammable storage refrigerator/freezer approved and labeled	NFPA 45 12.2.2, PP290-65, SN31
17					Incompatible materials properly segregated	CCR Title 8 §5164(a), SN4, SN19, SN42
18					Pyrophoric chemicals segregated, contained and labeled; Entire building equipped with automatic sprinkler system	CCR Title 24 §2703 CCR Title 24 §2704.5, SN135
19					Chemical storage cabinets clearly labeled (flammables, corrosives, etc)	CCR Title 8 §5533(b), CCR Title 24 §2703.8.7, PP290-65

20				Strong acids and strong bases stored in secondary containers	CCR Title 24 §2705, NFPA400,SN42
21				Organic peroxides and other time sensitive materials dated when first opened; managed properly and disposed of promptly upon expiration	CCR Title 24 §2703.9.6 NFPA 45 9.2.3.4 , SN23
22				Water reactive chemicals segregated, contained and labeled	CCR Title 8 §1931, SN19, SN42
DOCUMENTATION					
23				Appropriate signage posted (Right to Know) at all entrances to lab	CCR Title 24 §2703.5, NFPA704
24				Building Emergency Evacuation Route posted	CCR Title 19 §3.09, SN19, SN111
25				Chemical Hygiene Plan updated within past 12 months	CCR Title 8 §5191, PP290-27, SN33
26				CIS updated within past 12 months	CCR Title 8 §5194(e), CCR Title 27 §15280, PP290-27, SN33
27				Emergency contacts posted at entrance to laboratory	CCR Title 8 §3220, SN111
28				Department Illness and Injury Prevention Plan available and up-to-date.	CCR Title 8 §3203, PP290-56
29				Emergency Action Plan available and up-to-date	CCR Title 8 §3220, PP290-56, SN19
30				Emergency assistance information posted	CCR Title 8 §3400(f)
31				Hazard Assessment completed	UCOP Policy, PP290-50
32				Medical Surveillance Program properly documented	CCR Title 8 §5191(g), PP290-60
33				Readily accessible SDS's (hard copy or online)	CCR Title 8 §5194(g), PP290-27, SN33
34				Annual self-inspection complete	CCR Title 8 §3203
35				Staff aware of procedure to report exposures or concerns	CCR Title 8 §5191
36				Staff aware of procedure to report incidents and near misses	CCR Title 8 §5191
37				Written Standard Operating Procedures available and current	CCR Title 8 §5191, PP290-56, SN33
ELECTRICAL					
38				3-prong plugs in 3-prong outlets	
39				Appropriate clearance in front of electrical panels (36")	NFPA 70-110.26/408.4, SN19
40				Electrical cords not a trip hazard	NFPA 70
41				Plugs, cords and receptacles in good condition	UCD PP290-85, SN20, FireNet
42				Extension cords used only temporarily (<90 days)	CCR Title 8§2500.8, SN19, SN20
43				No overloaded outlets, no daisy-chained extension cords or strips	NFPA 70-400.7B, SN19, SN20
44				GFCI devices used within 6' of water source (post 2010)	NFPA 70-210.8(B)(5), SN19
45				High voltage equipment clearly labeled	CCR Title 8 §2932
46				High voltage equipment properly guarded	CCR Title 8 §2932
47				Major equipment plugged directly into outlet	UCD PP290-85, SN20
48				Appropriate personnel trained in Log Out/Tag Out program	CCR Title 8 §3314
49				Power strips near liquids have surge protection	
EQUIPMENT					
50				Appropriate safety information posted on equipment	
51				Centrifuges are maintained to ensure safe operation	
52				Moving parts of equipment properly guarded (opening < 1/2")	CCR Title 8 §3944, SN115

53				Secondary containment for vacuum pump present	
FIRE					
54				Aisles, exits, adjoining hallways free of obstruction	CCR Title 8 §3272, SN19
55				Fire alarms, bells, horns and/or strobes free of obstruction	CCR Title 24 §901.8
56				Fire extinguisher properly mounted	CCR Title 8 §6151
57				Fire extinguisher maintenance tag current	CCR Title 8 §6151
58				Fire extinguisher available as required	CCR Title 8 §6151
59				Fire extinguisher fully charged; pin and/or security seal intact	CCR Title 8 §6151
60				Fire doors unobstructed and easily closed	CCR Title 8 §3225, SN19
61				18" of clearance between stored items and fire sprinklers, 24" w/o sprinklers	CCR Title 8 §6170(c)10
FUME HOODS					
62				Audible/visual alarm and/or visual airflow monitor functional	CCR Title 8 §5154.1(e),SN19, SN35
63				Chemical work done more than 6" from front of hood	CCR Title 8 §5191A, SN35
64				Certified within one year	CCR Title 8 §5154.1(e),SN19, SN35
65				Fume hood illumination is working	
66				Functional fume hood not used for storage, cluttered	CCR Title 8 §5191A, SN19, SN35
67				Users understand how to check for airflow and annual certification sticker	CCR Title 8 §5154.1
68				Fume hood users have completed specific fume hood training	CCR Title 8 §5154.1
69				Proper sash height indicated and adhered to	CCR Title 8 §5154.1
GAS					
70				Compressed gas cylinders stored upright and adequately secured	CCR Title 8 §4650, SN42, SN60
71				Compressed gas cylinders labeled with contents and hazards	CCR Title 8 §4650
72				Compressed gas cylinders have full/empty tags attached	CCR Title 8 §4649, SN42
73				Compressed gas cylinders stored separately	CCR Title 8 §4650, SN42, SN60
74				Toxic gases properly stored in ventilated cabinet/fume hood	CCR Title 8 §4650
75				Compressed gas cylinders capped when not in use	CCR Title 8 §4650, SN42, SN60
GENERAL SAFETY					
76				Ceiling tiles in place and in good repair	NFPA
77				Ergonomic evaluations done for computer work in excess of 4 hours	CCR Title 8 §5110
78				Food and drink stored away from haz mat; consumed outside of lab	CCR Title 8 §5191 A, PP290-65
79				Mechanical devices used for pipetting	CCR Title 8 §5191 A, SN19
80				Spills promptly cleaned by individuals trained to respond to spill	CCR Title 8 §5191A, SN13
81				Floor is in good repair to prevent slips, trips and falls	CCR Title 8 §5191A
82				Furnishings in lab easily decontaminated	CCR Title 8 §5191A
83				Lab surfaces clean, organized, free of chemical contamination	CCR Title 8 §3362, §5191A
84				Sink available near exit for hand washing (soap and paper towels)	CCR Title 8 §3366

85				Sinks labeled "Industrial Water – Do Not Drink"	CCR Title 8 §1524
86				Lab air negative to hallway	CCR Title 8 §5191 A
87				Refrigerators/freezers appropriately labeled according to use	CCR Title 8 §5191 A, SN31
88				Ergonomic evaluations done for repetitive motion activities	CCR Title 8 §5110
89				Vacuum systems fitted with traps or protective filter	
PERSONAL PROTECTIVE EQUIPMENT (PPE)					
90				Appropriate gloves available for use with hazardous activities	CCR Title 8 §3384, PP290-50,SN50
91				Equipment or process sound levels that may exceed 85 dBA	CCR Title §5096,PP290-53, SN112
92				Face shield available if required	CCR Title 8 §3382, PP290-50
93				Gloves worn when skin contact with hazards may occur	CCR Title 8 §3384, PP290-50,SN50
94				Lab coats, appropriate to activity are worn	CCR Title 8 §3383, PP290-50
95				Lab coats, properly fitted, are available	CCR Title 8 §3383, PP290-50
96				Glove(s) removed prior to exiting lab, handling telephone, etc.	CCR Title 8§5193(4)(F), PP290-50
97				Long pants worn as required by UCD PPE policy	UCOP PPE, PP290-50
98				PPE properly cleaned and disinfected or properly disposed of	CCR Title 8 §3387, §3383, SN13
99				Respirator users have been evaluated by EH&S and included in campus respiratory protection program	CCR Title 8 §5144, PP290-50, SN88
100				Eye protection available and used as required by UCD PPE policy	CCR Title 8 §3382, PP290-50,SN5
101				Adequate supply of specialty PPE available (i.e. UV/IR glasses, lab aprons, cryogenic gloves)	CCR Title 8 §3380(f), PP290-50
SAFETY EQUIPMENT					
102				Emergency eyewash/showers accessible within 10 sec (100 feet)	CCR Title 8 §5162(c), SN19
103				Emergency eyewash and shower stations free of obstruction	CCR Title 8 §5162(c), SN19, SN66
104				Tests for eyewash and shower current and documented	CCR Title 8 §5162(e) , SN66
105				Appropriate chemical spill kits available	CCR Title 8 §5191A, SN13, SN42
106				Calcium gluconate paste available for HF exposure	
107				First Aid Kit accessible, stocked with unexpired products	CCR Title 8 §3400(c)
SEISMIC					
108				Heavy items are stored on lower shelves	CCR Title 8 §5191 A, SN83
109				Shelving, file cabinets 5' or over and other tippable items anchored	CCR Title 8 §5191 A, SN83
110				Overhead storage is secured	CCR Title 8 §5191 A, SN83
111				Hazardous material storage shelves have lip or guard	CCR Title 24 §2703.9.9,SN52,SN83
TRAINING					
112				All personnel completed Fundamentals of Lab Safety	UCOP Policy
113				Specialized training for lab specific hazards documented	CCR Title 8 §3203, §5191, §5194
114				Spill training documented	CCR Title 8 §5191
115				Training on lab specific SOPs documented	CCR Title 8 §5191
116				Training on Chemical Hygiene Plan documented	CCR Title 8 §5191

117				Training on IIPP documented	CCR Title 8 §3203
118				Training to manage or handle hazardous waste documented	
WASTE					
119				Biomedical waste (red bag) properly disposed of	HSC §117600-118360
120				Secondary containment used for biomedical waste	CCR Title 8 §5193
121				Chemical waste containers compatible with contents; good condition	CCR Title 22 §66265.171, SN8, SN43
122				Chemical waste containers closed except when in use	CCR Title 22§66265.173, PP290-65
123				All hazardous waste disposed of by EH&S	UCD PP290-65, SN8, SN43
124				Hazardous waste in secondary containment	CCR Title 24§2705, PP290-65,SN43
125				Chemical waste containers properly tagged/dated/labeled for disposal	CCR Title 22§66262.34, PP290-65, SN8, SN42, SN110
126				All wastes within regulatory time limits	CCR Title 22§66262.34, SN43
127				Sharps containers appropriately labeled with contents, hazards	HSC§ 118285
128				Sharps container's contents are not past the fill line	CCR Title 8 §5193, SN3, SN62
129				Sharps disposed of in appropriate sharps container	CCR Title 8 §5193
130				Tight fitting lid in place on biomedical waste	HSC§ 118280
131				Universal waste properly labeled/discarded/contained; < 1 year	CCR Title 22§66273.35, SN122
Comments:					
Corrective Action Items:					
Follow Up:					
Laboratory Survey Conducted by:					
PI or Lab Supervisor/Manager Signature:				Date:	

- CCR California Code of Regulations
- HSC Health and Safety Code
- NFPA National Fire Protection Association
- PP UCD Policy and Procedure
- SN Safety Net