

# HEALTH AND SAFETY AUDIT

## CALIFORNIA INSTITUTE OF TECHNOLOGY

### ENVIRONMENT, HEALTH AND SAFETY SERVICES

Building:

Group:

EH&S

Division:

Group

Representative:

Contact:

Date of Survey:

This survey is conducted to assist you in maintaining a reasonably safe and healthful workplace for all employees. Please contact your EH&S representative if you need any assistance in addressing any items noted in this survey.

Hazards Present in the area (Check all that apply):

Chemical     Biological     Radiological     Laboratory     Computer/Office

YES	NO	N/A	CONDITION	YES	NO	N/A	CONDITION
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**PROGRAM DOCUMENTATION:**

1.    Can employees locate Material Safety Data Sheets for all chemicals present in the workplace?
2.    Can the area representative produce employee training records?
3.    Does the area representative know what to do in the event of an occupational injury?
4.    Is the blood borne pathogen exposure control plan updated and accessible?

Comments:

**BIOLOGICAL HANDLING:**

21.    Is biohazardous waste contained and properly labeled?
22.    Are biohazardous waste containers clean, leak proof, lidded and in good repair?
23.    Are sharps disposed of in appropriate sharps waste containers?
24.    Are surfaces cleaned with an appropriate disinfectant?
25.    Are aseptic microbiological procedures in place?

Comments:

**GENERAL HOUSEKEEPING:**

5.    Are exits, aisles, corridors, and stairways clear of storage and obstructions?
6.    Are exit signs and emergency lighting present and operational?
7.    Is the area free from unnecessary clutter?
8.    Are floors clean and free of obstacles?
9.    Is clearance between storage materials and sprinklers / ceilings maintained?

Comments:

**PERSONAL PROTECTIVE EQUIPMENT:**

26.    Are workers wearing Personal Protective Equipment (PPE) as necessary?
27.    Is PPE appropriate for the hazards present?
28.    Is PPE readily available in the work area?

Comments:

**LABORATORY EQUIPMENT:**

29.    Are hoods functioning and turned on?
30.    Has the hood been checked in the last year?
31.    Is an eye wash and shower accessible and working?
32.    Has the emergency equipment been checked on a monthly basis (fire extinguishers, first aid kits, etc)?
33.    Is there a designated area for food storage and consumption?
34.    Does the NFPA label outside of the lab reflect the hazards associated with the lab?

Comments:

**CHEMICAL HANDLING:**

10.    Are containers of hazardous materials appropriately labeled?
11.    Is hazardous waste regularly disposed of in accordance with EHS protocol?
12.    Are appropriate waste containers used?
13.    Are chemicals stored according to compatibility?
14.    Are hazardous materials stored in secondary containment or an approved cabinet (if over 10 gallons)?
15.    Do employees know how to respond in the event of a spill?
16.    Do employees know where spill kits are located, are they available?
17.    Are gas cylinders secured at the top and bottom and capped when not in use?
18.    Are refrigerators, freezers and other cooling devices labeled as suitable or not suitable for storing flammable liquids?
19.    Are flammable chemicals stored in appropriate refrigerators?
20.    Are chemical bottles stored off bench tops?

Comments:

**ELECTRICAL:**

35.    Is 30 inch clearance maintained around electrical panels?
36.    Are extension cords used for temporary purposes only?
37.    Are electrical equipment and operators protected in areas prone to flooding?

Comments:

**EMERGENCY PREPAREDNESS:**

38.    Are cabinets and bookshelves secured for earthquakes?
39.    Are the Institute's emergency procedures posted and clearly visible?
40.    Are heavy objects and chemical bottles restrained from falling?

Comments: