Safety Self-Inspection Checklist

Date:

Location you inspect (building and room number):

Inspector:

Principal Investigator:

CORRECTION OF EACH "n" IS NECESSARY AS SOON AS POSSIBLE. GET IN CONTACT WITH LAB RESPONSIBILITIES, COWORKERS AND EH&S FOR HELP. USE THE TABLE IN THE BACK TO ENTER YOUR CORRECTIVE ACTIONS.

Please check again (frequently).

Contacts: Chemical Sciences Division Safety Coordinator Jerry Bucher (room 70A-1150, 7167, JJBucher@lbl.gov) if you have questions or concerns, Thorsten Weber (room 2-118, x5588, TWeber@lbl.gov) if you need a new form.

SAFETY INFORMATION AND TRAINING

	y	n	n/a	Researchers are familiar with the location and contents of:
1				The ISM plan
2				PUB3000
3				The building and laboratory Emergency Response Plan
4				Activity Hazard Documents (AHDs) and Radiation Work Authorizations (RWAs). (Are specific equipment/activities available and followed ?)
5				With the accurate and current chemical inventory for the laboratory. (Is the inventory maintained by the Chemical Management System CMS database ?)
6				The Material Safety Data Sheet (MSDS). (Do researches know how to obtain and interpret MSDS information ?)

GENERAL SAFETY AND HOUSEKEEPING

#	y	n	n/a	
7				Emergency information signage and contact information is posted on the main entrance door to the laboratory
8				Danger/Warning/Caution signs are in place
9				Sink labels and fume hood stickers are in place
10				Food is not prepared, consumed, or stored in laboratory workspaces
11				Floors and bench tops are free from excessive clutter
12				Aisles and exits are unobstructed and free of trip hazards, >28'' wide
13				Chemical containers are not stored on the floor in aisles or near exits
14				All lighting systems are operational
15				Lighting is sufficient
16				All sharp cutting tools are stored with the blade covered
17				All (potential) hot surfaces are labeled or protected
18				All chairs or stools with wheels have a 5-legged base
19				All interlock systems (for laser or electrical hazards) are functioning

PERSONAL PROTECTIVE EQUIPMENT

#	y	n	n/a	
20				Safety glasses with side shields are available and worn by researchers all the time while working in the lab
21				Safety goggles and face shields are available and worn by researchers all the time while working in the lab
22				Chemically resistant gloves are utilized in the lab and are NOT worn into the hallways or left on the counters and desks after use
23				All personal protective equipment (gloves, thermally-resistant gloves, face shield, eyewear with side shields, goggles, lab coat etc.) is available and inspected and maintained regularly

FUME HOODS AND GLOVE BOXES

#	y	n	n/a	
24				Face velocity has been checked in the last 12 months for radioactive hoods and 24 months for non-rad hoods
25				Exhaust slots are not blocked
26				Sashes are in place and functional
27				Fluorescent lights are functioning
28				Containers with volatile chemicals are capped
29				Fume hoods are not cluttered

VENTILATION

#	y	n	n/a	
30				No noticeable odors in the lab
31				Normal temperature and humidity
32				Negative pressure is maintained between the lab and the corridor
33				Lab windows and corridors are kept close, as well as the hood after use

SEISMIC HAZARD PREVENTION

#	y	n	n/a	
34				Furniture and equipment are adequately secured/earthquake braced
35				Shelves have earthquake lips/barriers
36				Overhead storage is minimized and restrained

LABORATORY EQUIPMENT

#	y	n	n/a	
37				Equipment with moving parts is adequately guarded (like pumps)
38				Equipment (mechanical and electrical) disconnects are accessible
39				Solvents still have water flow shut-off devices AND thermocouple protection
40				Mercury blubbers have secondary containment

EMERGENCY EYEWASH/SHOWERS

#	y	n	n/a	
41				Researchers are familiar with the location and operation of the nearest eyewash/shower
42				Eyewash is operable and not blocked
43				Eyewash/showers have been inspected with the last 13 weeks

ELECTRICAL

#	y	n	n/a	
44				Permanent wiring is used in place of extension cords for large apparatuses
45				At least 36'' clearance is maintained in front of the electrical panels
46				All panels and breakers have to be labeled and numbered
47				Electrical cords are in good operating condition
48				All equipment (including cable trays) is grounded
49				No exposed wiring (ground pong, jackets in good condition, no frayed insulation or exposed wiring, no evidence of modification)
50				Ground Fault Circuit Interrupters (GFCIs) are located on outlets within 6' of water sources (nozzles, faucets or showers; quick connects are ok)
51				Extension cords are used properly (not draped over furniture or fire sprinkler lines, appropriate for the load, taped down or covered with a bridge in walkways, not run through walls, ceilings, windows, floors, under mats, or across doorways, not attached to additional extension cords)
52				Equipment is in good condition (grounded, no access to the inside, no missing components, not damaged, frayed or compromised)

CHEMICAL HANDLING AND STORAGE

#	y	n	n/a	
53				Researchers are aware of the potential physical and health hazards of the chemical in the lab
54				Researchers are aware of the methods of handling chemical safely
55				A maximum of 60 gal flammable liquid is stored inside a liquid storage cabinet
56				A maximum of 10 gal flammable liquid is stored outside of a flammable liquid storage cabinet
57				Incompatible chemicals are segregated (like acids from bases, corrosives from flammables and toxics)
58				Chemical storage areas are properly labeled
59				All chemicals are clearly labeled and stored in appropriate containers (tightly closed and covered when not used); secondary containers are used
60				Chemical refrigerators are approved and appropriately labeled for holding chemical and/ or flammables
61				Peroxide forming chemicals are dated and tested (www.lbl.gov/chsp/html/react_peroxides.shtml)
62				Corrosive baths are prevented from possible slug discharges to the sanitary sewer system
63				All chemical containers and gas cylinders are in good condition (not rusted, leaking, dented)

CHEMICAL SPILL RESPONSE AND PREPAREDNESS

#	y	n	n/a	
64				Spill kits are readily accessible and researchers are familiar with where they are located
65				A current copy of the LBNL EMERGENCY RESPONSE GUIDE is posted in the laboratory and the requested information therein is filled out
66				Researchers are familiar with the procedure detailed in the EMERGENCY RESPONSE GUIDE for cleanup of chemical spills

FIRE PREVENTION AND RESPONSE

#	y	n	n/a	
67				Researchers are aware of the location of the nearest fire extinguisher and fire alarm pull box
68				Researchers are trained in the use of fire extinguishers as appropriate
69				Access to the fire extinguishers are unobstructed
70				Fire extinguishers have been recharged and certified in the last 12 months
71				Fire alarm can be heard from anywhere in the room
72				Combustible materials are kept a minimum of 10 feet away from the welding areas or open flames
73				Storage of combustibles is minimized

GAS CYLINDERS

#	y	n	n/a	
74				Toxic & hazardous gas use conforms to the LBNL toxic gas authorized program
75				Cylinders are securely fastened with incombustible restraints or metallic boxes to immovable objects or wall mounts
76				Cylinders are capped when not in use
77				Incompatible cylinders are segregated (like hydrogen from oxygen, corrosives from flammables and toxics)
78				Flammable gas is not used with materials that can create a spark
79				Flammable gas is protected from heat and sources of ignition
80				All cylinders are currently inventoried in the LBNL Chemical Management System (CMS) and excess cylinders are kept to a minimum

WASTE MANAGEMENT

#	y	n	n/a	
81				Researchers are knowledgeable of the LBNL drain disposal guidelines
82				Waste containers are kept closed and are in secondary containment trays in labeled SAAs
83				Chemical waste is handled, contained, labeled and stored according to LBNL requirements. Earliest date of waste in SAA (dispose if >8months old):
84				Liquid radioactive waste is in a secondary container
85				Medical waste is handled and disposed according to the BUA through LBNL EH&S
86				Sharps containers are used for all sharps disposal. Collect biohazardous sharps separately form chemically contaminated sharps

LASER SAFETY

#	y	n	n/a	
87				Laser interlock system is functioning
88				Laser eyewear is available for all possible wavelengths and intensities and is in good condition
89				Laser table top is grounded
90				AHD is up to date
91				Signage is current, as described in the AHD for the laser project
92				Laser units, laser power supplies and laser tables are secured electrically and seismically

PERSONAL CHECK QUESTIONS

Ask yourself the following questions:
- How do you plan your work ? Are you familiar and do you practice ISM ?
- Who is responsible for the safety in your lab ?
- Who is responsible for the safety of your guest from France , Germany , Auburn …?
- Are you authorized to do the work ? If not how do you proceed ? How do you get the training ?
- Did your supervisor discuss the JHA with you after you have filled it out ?
- How often do safety issues come up in the lab ?
- Where and when do you communicate safety issues or when do you hear about it ?
- How do you respond to incidents ?
- Where do you get information about possible hazards in the labs ?
- Do you know where to find PUB 3000 and MSDS ?
- Who is mitigating the situation ? What efforts are done ? Do you contribute ?
- Who do you contact to talk about questions regarding safety ?
- Do you know where the next fire extinguisher, eyewash and emergency shower is ? Do you know where to find the next interlock button/shutter ? Do you know if they are operational ?
- Do you know what to do in case of an earthquake (how to behave, where to go, what to do, where to get the information about that) ?
- Where and how do you store your chemicals ?
- What do you do with chemical waste ? Do you know who is responsible for the SAA and what has to be done with your waste ?
- Do you have procedures to improve your work environment (ergonomics, safety in the labs…) ? How frequently are they used ?
- Do you know where to get the Personal Protective Equipment (PPE) ?
- Do you know where to find the red Emergency Response Guides ? Are you familiar with them ?
- What do you do in case of a Mercury spill ?

COMMENTS AND REMARKS

CORRECTIVE ACTIONS

Question #	Corrective Action Taken