

QUARTERLY LABORATORY SAFETY SURVEY

Name (print) Manager/Supervisor	Org. Code
Bldg/Location	Ext. Date

PERSONNEL SAFETY	Yes	No	N/A	Date Fixed	HOUSEKEEPING, EGRESS, WALKING SURFACES	Yes	No	N/A	Date Fixed
Personnel are trained to recognize hazards in their work place.					Evacuation routes are posted conspicuously and employees have received emergency evacuation instructions.				
Safety rules are clearly communicated and enforced.					Evacuation plans exist to assist employees with disabilities.				
Safety glasses and other eye protection are available and used.					Work area, corridor & stairways are clear of clutter, debris, obstacles & electrical debris.				
Hearing protection equipment is available and used.					Floors are kept free of oil, water, and other slip/trip hazards.				
Employees are trained in the selection and use of Personal Protection Equipment (PPE).					Material is not stored on top of cabinet where it could fall.				
PPE (e.g., safety glasses & ear plugs) are provided to visitors.					Emergency lighting is provided, maintained, and periodically tested.				
FLAMMABLE/HAZARDOUS CHEMICALS					Exits are unobstructed and marked with "EXIT" signs.				
Material Safety Data Sheets (MSDS) are available to employees for each hazardous chemical in the work area.					Employees have received Ergonomics training.				
Flammable liquid quantities >10 gallons are stored in UL/FM-approved flammable liquid cabinets.					ELECTRICAL SAFETY				
Bonding and grounding devices are provided where flammable liquids are dispensed.					Electrical outlet receptacles located within 6 feet of water fixtures are protected with ground-fault circuit interrupters (GFCI).				
Incompatible materials (e.g., acids & bases) are not stored together.					Extension cords are not used in place of permanent wiring (not to exceed 6-feet in length).				
Refrigerators used to store flammable liquids are designed, approved, and labeled for that purpose.					Extension cords are not frayed, spliced, cut, or otherwise in poor condition.				
Food and chemicals are not stored in the same refrigerator.					Ground conductors on three-prong plugs are in place.				
Food is not consumed, stored, or used in laboratories.					Live wires, fuses, and busses are not exposed.				
A Laboratory Safety Plan has been developed and is in use in each laboratory.					Electrical junction boxes and wire-ways have covers in place.				
Emergency eye washes and showers are readily accessible wherever corrosive or toxic materials are present.					Circuit breakers are labeled to indicate which breaker controls which circuit.				
COMPRESSED GASES & COMPRESSED AIR					Three feet of clear space is maintained in front of electrical panels.				
Compressed gas cylinders are secured.					FIRE PROTECTION				
Compressed gas cylinders not in use have valve protection covers in place.					Fire extinguishers are readily available in the work area.				
Incompatible gas cylinders are adequately separated (e.g., flammables separated from oxidizers).					Fire extinguishers are fully charged and in good condition.				
Compressed air nozzles are provided with pressure reducing devices that restrict nozzle pressure to less than 30 psi.					Fire extinguishers have been fully inspected within the last 12 months. (Check date on extinguishers. If greater than 12 months old, notify Safety Office).				
VENTILATION SYSTEMS AND FUME HOODS					Items are not stored within 18 inches of sprinkler heads.				
Fume hoods have current inspection stickers in place (within 6 months). Contact the Safety Office to arrange for these inspections.					Fire doors are not propped open.				
Fume hood doors are aligned with arrows while the hood is being used.									
Toxic gases are used and stored in approved toxic gas cabinets.									

All items checked "NO" need to be corrected as soon as reasonable and then dated.

Signed: Manager/Supervisor	Date:
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FILE IN SAFETY ACCOUNTABILITY PROGRAM BINDER (Section 8)