

## **Safety Survey Checklist Instructions and Information–Workshop Area**

The information below includes a detailed description pertaining to corresponding items listed in the Safety Survey Checklist for Workshop Area inspection form. Please refer to the items below while performing the safety survey. All requirements listed within each item must be in compliance. List reasons for non-compliance in the applicable comments section on the inspection form.

### **GENERAL SAFETY**

1. Employee health and safety information includes: Emergency evacuation routes (posted in main egress corridors), Notice to Employees-Injuries Caused By Work posting (provided by Human Resources), and emergency procedures booklet.
2. A minimum 36" clearance is maintained in paths leading to exit doors. A minimum 24" aisle clearance is maintained in areas serving employees only. Floors are in a secure, safe, and unobstructed condition free from slipping and tripping hazards to allow for a quick exit. Materials are not stored or located in main egress corridors, exits, and stairwells (includes in and below). Electric cords, telephone, and computer cables are secured.
3. Adequate lighting is provided and maintained for a safe working environment.
4. First aid kits are available to employees and stocked at all times. Employees are informed about the location of the first aid kits in the shop.
5. Storage racks (include contents) with upper storage level more than 5 feet in height and permanent floor supported cabinets and book stacks more than 6 feet in height (include contents) are seismically restrained (braced or fastened). Lips/restraints or doors are used on storage shelves. There is no unsafe or high overhead storage. Items of any height are secured to prevent falling and blocking access to exits.
6. Employees are aware of health and safety requirements, including the Violence-Free Workplace Policy. Employees acknowledge and understand to report safety and security-related concerns to their supervisor.
7. Stairways have non-slip tread and are equipped with standard handrails.

### **FIRE AND LIFE SAFETY**

1. Public exit doors are clearly marked. All exit doors and egress pathways leading to them are unobstructed with at least 36" clearance.
2. All emergency equipment (i.e. pull stations, fire extinguishers) has a clear, unobstructed path, and is easily accessible. Materials are stored at least 18 inches below sprinkler head deflectors in sprinklered areas. Campus telephones are working and accessible.
3. Fire doors are unobstructed, closed, and no doorstoppers or wedges are being used to keep them open.
4. Fire extinguishers are visible, accessible, in good condition, certified annually (indicated on tag), and inspected monthly by an outside contractor. Fire extinguishers are wall-mounted in their designated locations with intact tamper seals and location signs in place, if needed for visibility.
5. Fire alarm audio visual devices are easily seen, free of obstruction, and functioning properly.
6. The no smoking policy is enforced and employees are not permitted to smoke within 20 feet of the building.
7. Employees are informed of emergency evacuation procedures, how to report a fire or other emergency, and how to use a fire extinguisher. Employees participate in evacuation drills.

### **ELECTRICAL SAFETY**

1. Electrical components including: switches, appliances, outlets, plugs, and cords are in safe working condition (cords are not frayed, no electrical tape, no splicing).
2. Only UL approved power strips or cube adapters with circuit breakers are used. Plug adapters are not used and extension cords are approved for temporary use only (90 days). Electrical cords are properly secured (wrapped or tied together), secured to wall (not hanging), not situated under mats or in aisle ways or in any other way so they are a physical hazard. Power strips are plugged directly into approved electrical outlets.
3. Electrical and circuit breaker panels have a minimum of 36" unobstructed access (not blocked). Panel doors are kept closed and latched. Circuit breakers are labeled as to what they control.

### **GENERAL WORKSHOP AREA SAFETY**

1. Machines, equipment, tables, chairs, benches, cables etc. are in good condition.
2. Appropriate Lockout/Tagout procedures are implemented before equipment repair and maintenance and while performing work on electrical systems.
3. Employees are trained for safe use of machines, equipment and materials. Tailgate Meetings include safety topics as determined in the Job Hazard Assessments.
4. Proper personal protective equipment is available and used (goggles, safety glasses, gloves, ear plugs, shoes, clothing, etc.).

5. Local exhaust / ventilation is provided for saws, grinders, and welding areas, as required.
6. Machine safety guards are used for gears, blades, pulleys, belts, shafts, etc. Appropriate warning signs are posted for machines and area hazards.
7. Job hazard assessments are performed.

#### **CHEMICAL SAFETY**

1. All chemical bottles and containers are clearly labeled with full chemical name and hazard warning, well sealed (capped).
2. Hazardous materials are stored in adequate containers and in allowable quantities. No chemicals are stored in aisles, on high shelves, or in incompatible groupings. Hazardous materials and chemicals are properly segregated. Storage of dilute solutions is allowed under sinks. Flammables, reactives, and explosives are stored in approved refrigerators (explosion proof, no food present). Secondary containers are provided and used when required.
3. Acid is stored below eyelevel and in secondary containment.
4. A chemical spill kit is accessible and contents are intact. Absorbent material for spill control or containment is available.
5. Appropriate personal protective equipment is available (for example safety glasses and gloves). Employees are aware of where the personal protection equipment is located.
6. Emergency eyewash and safety showers are present, accessible, and in good working condition as required in areas where employees are exposed to corrosive materials. Eyewash and safety shower connections are secure and have been activated at least monthly to verify the water stream runs clear. Emergency showers have a reachable pull chain/handle that is completely accessible.
7. Food or beverage containers are not used to store chemicals.
8. If there is chemical or waste storage near a sink, then the sink must have a berm to prevent chemical spills from discharging into the drain. An alternative to a berm is secondary containment of chemical storage.
9. MSDS's are accessible.
10. When securing one or more compressed gas cylinders, two straps are used (one placed 1/3 distance from the bottom of the cylinder and one placed 1/3 distance from the top of the cylinder) or another equally effective means that provides adequate security and restraint may be used. Cylinders are stored with regulators closed when not in use, and labeled. Without regulators connected, valve protection caps are securely attached. Incompatible oxygen and fuel gases in storage are segregated by at least 20 feet.

#### **HAZARDOUS WASTE**

1. Waste containers are adequate, closed, properly labeled (with a hazardous waste label), in good condition, stored in a manner to prevent leaks, and all components in the same container are compatible. Containers are inspected at least monthly by shop personnel.
2. Waste containers are not held longer than 9 months. Shop personnel contact EH&S for pick up and disposal of hazardous waste.
3. Hazardous waste labels are completed including date of first use to include day, month, and year.
4. Food or beverage containers are not used to store hazardous waste.
5. All spills are cleaned up in a timely manner.
6. Empty containers for disposal are marked "empty" and given to EH&S for pick-up.
7. Boxes and/or containers do not have overflow, i.e. lids can be closed.
8. Chemicals are not stored in the sink.
9. Incompatible chemical waste is not stored together, without secondary containment.
10. Unauthorized treatment of chemicals for disposal, i.e. neutralization, filtering, chemical separation, dilution, etc. is not performed.