

## Shop Safety Survey Inspection Criteria

Category	Criterion
Documentation	Chemical/biological/radiological material inventories are current and on file at EH&S.
	Emergency action plan is posted.
	Current safety training records are available.
	Current safety manuals are available in lab or online, as appropriate.
	Standard Operating Procedures (SOPs) have been developed for use of hazardous (chemical/biological/radiological) materials and/or equipment.
	Safety Data Sheets (SDSs) for chemical/biological hazardous materials are available.
	Safety Surveys are being conducted and documented.
	Hazard Inventory Form is complete and on file for each employee.
Fire & Life Safety	Room corridor doors are closed unless held open by alarm-deactivating magnets.
	Fire extinguishers are charged and unobstructed.
	Electric items are used correctly (i.e. cords in good condition, breakered UL power strips, high wattage equipment plugged in directly, no extension cords and no tandem power strips).
	Good housekeeping is in evidence. (Exits and aisles are unobstructed. Areas are clean, uncluttered and trash is properly disposed.)
	Eyewash and safety shower are available, unobstructed and eyewash flushed monthly (documented) by occupants.
General Safety	Appropriate signage is present on the entry door and within the lab (i.e. emergency contacts, appropriate biosafety level, radiation safety rules, IDPH, equipment markings).
	Access to the facility is controlled.
	Work practices are being performed safely.
	Food, beverages, tobacco products, and cosmetics are absent from work areas.
	Sink, soap, and towels are available for hand washing.
	Suitable personal protective equipment is available, worn, in good shape, left in the lab and stored properly.
Equipment	Appropriate spill control kit is available.
	Appropriate first aid kit is available.
	Fume hoods are certified annually and used properly.
	Refrigeration equipment is properly labeled.
	Vacuum equipment is protected with a trapped or filtered properly.
	Machine and power tools are fitted with appropriate guards.
	Ladders should be maintained in good condition and inspected regularly.
	Bench-top grinders are secured to the bench.
	Machines designed for a fixed location shall be securely anchored.
	Tools are used in ways that are consistent with their design.
	Tools are kept in good working condition.
	Specific lockout/tagout procedures are written for covered equipment.
Compressor air nozzles are provided with pressure reducing devices to restrict pressure to 30 psi.	
Chemicals & Storage	Containers (including waste) are appropriately labeled, with names spelled out and closed when not in use.
	Incompatible chemicals are being stored separately and all chemicals are stored by hazard category.
	Flammable liquids are being stored correctly. (>1gal in approved containers, >10gal (accumulative) in flammable cabinet)
	Secondary containment is being used with liquid hazardous materials and mercury containing equipment.

**Category****Criterion**

Peroxide formers are properly labeled (yellow sticker), dated and disposed of by expiration date or tested as directed by policy.

Gas cylinders are secured, away from heat sources, and capped when not in use.

Waste materials are being stored in a satellite accumulation area (SAA) at or near the point of generation, identified and complying with EH&S signage and picked up within 90 days.

Oily rags are discarded in metal waste container with lid.

**Additional Information**

Additional Comments.

No deficiencies noted at this time.

No deficiencies were noted in this space at the time of this survey.