

Greenhouse Safety Survey Checklist

This document is a self-survey checklist for greenhouse personnel to complete periodically. 'Yes' = satisfactory, 'No' = unsatisfactory or enter N/A in the 'Notes' column if not applicable. Correct all unsatisfactory items after surveys are completed. Documentation of these surveys must be kept on file for at least three years. Address questions and concerns to ISU Environmental Health and Safety: ehsinfo@iastate.edu or 294-5359.

Name of Inspector: _____ Date: _____

Location Surveyed: _____

Documentation

Criteria	Notes	Yes	No	Date Corrected
Chemical/biological materials inventory is current and on file with EH&S		<input type="checkbox"/>	<input type="checkbox"/>	
Emergency action plan is customized, updated, and posted on the inside of greenhouse exit(s)		<input type="checkbox"/>	<input type="checkbox"/>	
All necessary signs/posters are present on the entry door and within the greenhouse, including contact information, permits, NFPA sign, PPE requirements , and other warnings/notifications		<input type="checkbox"/>	<input type="checkbox"/>	
Signage indicates that all water supplies to all greenhouses are for plant usage only and greenhouse users and visitors must not drink from any hose		<input type="checkbox"/>	<input type="checkbox"/>	
Current safety training records are available, including certificates for EH&S training		<input type="checkbox"/>	<input type="checkbox"/>	
All greenhouse users have minimum required training, such as the Federal Worker Protection Standard (WPS), Fire Safety and Extinguisher Training, Heat related illness training, Emergency Response Guide video, and Greenhouse Safety Fundamentals and greenhouse managers/supervisors can access them as hard copies or electronic copies		<input type="checkbox"/>	<input type="checkbox"/>	
Standard Operating Procedures have been developed and updated for all hazardous materials, processes, and equipment.		<input type="checkbox"/>	<input type="checkbox"/>	
Training on all applicable SOPs is documented for all greenhouse personnel		<input type="checkbox"/>	<input type="checkbox"/>	
Hazard inventory form (occupational medicine) has been completed by all greenhouse employees		<input type="checkbox"/>	<input type="checkbox"/>	
Safety Data Sheets (SDS) are available for all hazardous chemical/biological materials present		<input type="checkbox"/>	<input type="checkbox"/>	

Fire & Life Safety

Criteria	Notes	Yes	No	Date Corrected
Fire doors are kept closed		<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are charged and accessible		<input type="checkbox"/>	<input type="checkbox"/>	
Electric items are in good condition		<input type="checkbox"/>	<input type="checkbox"/>	
Extension cords are only used for less than three days		<input type="checkbox"/>	<input type="checkbox"/>	
Extension cords are not used for high-voltage or large equipment (oven, refrigerator, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	
Power strips are only used for sensitive equipment and office equipment		<input type="checkbox"/>	<input type="checkbox"/>	
Power strips/cords are not daisy-chained together		<input type="checkbox"/>	<input type="checkbox"/>	
Exits and aisles are unobstructed		<input type="checkbox"/>	<input type="checkbox"/>	
Greenhouse is clean and uncluttered		<input type="checkbox"/>	<input type="checkbox"/>	
Evacuation routes are posted and users have received evacuation instructions.		<input type="checkbox"/>	<input type="checkbox"/>	
Eyewash and safety shower are available, unobstructed and eyewash flushed monthly (documented) by greenhouse personnel		<input type="checkbox"/>	<input type="checkbox"/>	

General Safety

Criteria	Notes	Yes	No	Date Corrected
Good housekeeping is in evidence. (Exits and aisles are unobstructed. Areas are clean, uncluttered and trash is properly disposed. Benches and area around plants free of debris)		<input type="checkbox"/>	<input type="checkbox"/>	
Greenhouse doors are locked when unoccupied		<input type="checkbox"/>	<input type="checkbox"/>	
Work practices are performed safely, and SOPs are followed		<input type="checkbox"/>	<input type="checkbox"/>	
Food, beverages, tobacco, and cosmetics are absent from the research areas of the greenhouse		<input type="checkbox"/>	<input type="checkbox"/>	
Sink, soap, and paper towels are available in the greenhouse		<input type="checkbox"/>	<input type="checkbox"/>	
Spills are reported to the supervisor, and cleaned up quickly and appropriately		<input type="checkbox"/>	<input type="checkbox"/>	
PPE is available, in good shape and stored properly		<input type="checkbox"/>	<input type="checkbox"/>	
Required PPE is worn in the greenhouse		<input type="checkbox"/>	<input type="checkbox"/>	
Disposable PPE (such as gloves) is not reused		<input type="checkbox"/>	<input type="checkbox"/>	
PPE is removed before leaving the greenhouse		<input type="checkbox"/>	<input type="checkbox"/>	
Hands are washed before leaving the greenhouse		<input type="checkbox"/>	<input type="checkbox"/>	

Open-toed footwear is discouraged; use of non-skid footwear is encouraged in the research areas of the greenhouse		<input type="checkbox"/>	<input type="checkbox"/>	
Greenhouse users and visitors are made aware of safety hazards of wet floors through training and signage		<input type="checkbox"/>	<input type="checkbox"/>	

Equipment

Criteria	Notes	Yes	No	Date Corrected
Spill control kit is available and fully stocked. Spill kits appropriate for pesticide spills are available at the storage area in a demarked area Appropriate neutralizer for acids/bases is available if any acids or bases are used in the greenhouse		<input type="checkbox"/>	<input type="checkbox"/>	
First aid kit is available and fully stocked		<input type="checkbox"/>	<input type="checkbox"/>	
Ventilation is operational and appropriate for the task		<input type="checkbox"/>	<input type="checkbox"/>	
Refrigerators are properly labeled (no food/drink, no volatile chemicals, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	
Machine and power tools are fitted with appropriate guards		<input type="checkbox"/>	<input type="checkbox"/>	
Ladders are maintained and inspected regularly		<input type="checkbox"/>	<input type="checkbox"/>	
Machines are securely anchored		<input type="checkbox"/>	<input type="checkbox"/>	
Tools are in good condition and used properly		<input type="checkbox"/>	<input type="checkbox"/>	
Specific lockout/tagout procedures are available for covered equipment		<input type="checkbox"/>	<input type="checkbox"/>	
Water hoses are kept free from walkways; nozzles are kept off the floor; hose integrity is maintained; hoses are hung properly as to not fall on the floor; water pressure is turned off while not in use		<input type="checkbox"/>	<input type="checkbox"/>	

Pesticides, Fertilizers & Other Chemical Management and Storage

Criteria	Notes	Yes	No	Date Corrected
Pesticide applications are made by certified pesticide applicators		<input type="checkbox"/>	<input type="checkbox"/>	
Labelled designated storage areas for pesticides are locked and have access to trained personnel only		<input type="checkbox"/>	<input type="checkbox"/>	
Pesticide storage is constructed prevent vermin access		<input type="checkbox"/>	<input type="checkbox"/>	
Pesticides and fertilizers stored in separate designated storage areas		<input type="checkbox"/>	<input type="checkbox"/>	
Pesticide application equipment is stored in the chemical storage area or in another designated storage area		<input type="checkbox"/>	<input type="checkbox"/>	
Gloves and eye protection are available for personnel to wear when handling pesticides		<input type="checkbox"/>	<input type="checkbox"/>	

Pesticides are stored in their original containers unless damaged; if original container is damaged, pesticides are stored in compatible containers with complete and accessible labels		<input type="checkbox"/>	<input type="checkbox"/>	
Pesticides are stored by hazard class (flammable, corrosive, toxicity/poison and reactive) and pesticidal function, with incompatible materials stored physically separated from one another (not alphabetically)		<input type="checkbox"/>	<input type="checkbox"/>	
Flammable liquids are stored appropriately. If there are more than 10 gallons stored in the greenhouse, the excess must be stored in a flammable cabinet		<input type="checkbox"/>	<input type="checkbox"/>	
Secondary containment is used for all hazardous liquids		<input type="checkbox"/>	<input type="checkbox"/>	
Easily removed shading formulations are always used; shading material is allowed to be removed by snowfall or on schedule with water and scrubbing; no chemical removal of shading compound		<input type="checkbox"/>	<input type="checkbox"/>	

Transgenic material

Criteria	Notes	Yes	No	Date Corrected
Users are aware of special procedures required for transgenic materials in plant growth facilities and do not enter such facilities without specific training		<input type="checkbox"/>	<input type="checkbox"/>	
Transgenic plant material is not removed from a greenhouse without greenhouse manager/supervisor approval		<input type="checkbox"/>	<input type="checkbox"/>	
Access to greenhouses containing transgenic materials is limited to approved greenhouse users		<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate methods are used to render transgenic materials biologically inactive before disposal outside the greenhouse		<input type="checkbox"/>	<input type="checkbox"/>	

Hazardous Waste Accumulation and Disposal

Criteria	Notes	Yes	No	Date Corrected
Hazardous <u>waste</u> accumulation area is labeled with an orange SAA sign		<input type="checkbox"/>	<input type="checkbox"/>	
Waste containers are closed when waste is not actively being added		<input type="checkbox"/>	<input type="checkbox"/>	
Waste containers are labeled with an orange label. The label is completely filled out when waste accumulation begins.		<input type="checkbox"/>	<input type="checkbox"/>	
Full waste containers are <u>picked up by EH&S</u> at regular intervals or as-needed		<input type="checkbox"/>	<input type="checkbox"/>	
Sharps disposal containers are leak proof, puncture proof, and have a lid		<input type="checkbox"/>	<input type="checkbox"/>	