



CAL MARITIME

2017

# LAB/SHOP SAFETY EVALUATION REPORT

INJURY ILLNESS PREVENTION PROGRAM

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## Environmental Health & Safety Laboratory Safety Assessment

<b>Evaluator(s)</b>			<b>Date</b>	
<b>Department</b>		<b>Location</b>		

Please check Yes, No, Not Applicable for each item.

All No responses require follow-up within 30 days, unless otherwise noted and all Serious Violations require 3 day follow-up.

**Retain original copy at the Department level. Submit copy to the Department of Safety & Risk Management**

### ADMINISTRATIVE/DOCUMENTATION

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
1	Appropriate signage posted (Right to Know) at all entrances to lab	CCR Title 24 §5003.5, NFPA704						
2	Building Emergency Evacuation Route posted	CCR Title 19 §3.09,						
3	Lab staff are aware of and have access to campus-wide Chemical Hygiene Plan	CCR Title 8 §5191,						
4	CIS updated within past 12 months	CCR Title 8 §5194(e), CCR Title 27§15280,						
5	Emergency contacts posted at entrance to laboratory	CCR Title 8 §3220,						
6	Department Illness and Injury Prevention Plan available and up-to- date.	CCR Title 8 §3203,						
7	Emergency Action Plan available and up-to-date	CCR Title 8 §3220,						
8	Emergency assistance information posted	CCR Title 8 §3400(f)						
9	Hazard Assessment certified within year and roster up-to-date	CSU Policy,						
10	Medical Surveillance Program properly documented	CCR Title 8 §5191(g),						
11	Readily accessible SDS's (hard copy or online)	CCR Title 8 §5194(g),						
12	Annual self-inspection complete	CCR Title 8 §3203						
13	Staff aware of procedure to report exposures or concerns	CCR Title 8 §5191						
14	Staff aware of procedure to report incidents and near misses	CCR Title 8 §5191						
15	Written Standard Operating Procedures available and current	CCR Title 8 §5191,						
16	Appropriate safety information posted on equipment	A&F 09-004 (IIPP)						
17	Centrifuges are maintained to ensure safe operation	A&F 09-004 (IIPP)						
18	Moving parts of equipment properly guarded (opening < 1/2")	CCR Title 8 §4184,						
19	Secondary containment for vacuum pump present	A&F 09-004 (IIPP)						

**NOTES:**

## GENERAL SAFETY

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
20	Ceiling tiles in place and in good repair	NFPA						
21	Ergonomic evaluations done for computer work in excess of 4 hours	CCR Title 8 §5110						
22	Food and drink stored away from haz mat; consumed outside of lab	CCR Title 8 §5191 A,						
23	Mechanical devices used for pipetting	CCR Title 8 §5191 A,						
24	Spills promptly cleaned by individuals trained to respond to spill	CCR Title 8 §5191A,						
25	Floor is in good repair to prevent slips, trips and falls	CCR Title 8 §5191A						
26	Furnishings in lab easily decontaminated	CCR Title 8 §5191A						
27	Lab surfaces clean, organized, free of chemical contamination	CCR Title 8 §3362, §5191A						
28	Sink available near exit for hand washing (soap and paper towels)	CCR Title 8 §3366						
29	Sinks labeled "Industrial Water – Do Not Drink"	CCR Title 8 §1524						
30	Lab air negative to hallway	CCR Title 8 §5191 A						
31	Refrigerators/freezers appropriately labeled according to use	CCR Title 8 §5191 A,						
32	Ergonomic evaluations completed for repetitive motion activities	CCR Title 8 §5110						
33	Vacuum systems fitted with traps or protective filter	A&F 09-004 (IIPP)						

**NOTES:**

## GENERAL ELECTRICAL

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
34	3-prong plugs in 3-prong outlets	A&F 09-004 (IIPP)						
35	Appropriate clearance in front of electrical panels (36")	NFPA 70-110.26/408.4,						
36	Electrical cords not a trip hazard	NFPA 70						
37	Plugs, cords and receptacles in good condition	A&F 09-004 (IIPP)						
38	Extension cords used only temporarily	CCR Title 8§2500.8,						
39	No overloaded outlets, no daisy-chained extension cords or strips	NFPA 70-400.7B,						
40	GFCI devices used within 6' of water source (post 2010)	NFPA 70-210.8(B)(5),						
41	High voltage equipment clearly labeled	CCR Title 8 §2932						
42	High voltage equipment properly guarded	CCR Title 8 §2932						

43	Major equipment plugged directly into outlet	A&F 09-004 (IIPP)						
44	Appropriate personnel trained in Lock Out/Tag Out program	CCR Title 8 §3314						
45	Power strips near liquids have GFCI protection	A&F 09-004 (IIPP)						

**NOTES:**
**FIRE**

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
46	Aisles, exits, adjoining hallways free of obstruction	CCR Title 8 §3272,						
47	Fire alarms, bells, horns and/or strobes free of obstruction	CCR Title 24 §901.8						
48	Fire extinguisher properly mounted	CCR Title 8 §6151						
49	Fire extinguisher maintenance tag current	CCR Title 8 §6151						
50	Fire extinguisher available as required	CCR Title 8 §6151						
51	Fire extinguisher fully charged; pin and/or security seal intact	CCR Title 8 §6151						
52	Fire doors unobstructed and easily closed	CCR Title 8 §3225,						
53	18" of clearance between stored items and fire sprinklers, 24" w/o sprinklers	CCR Title 8 §6170(c)10						

**NOTES:**
**FUMES**

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
54	Audible/visual alarm and/or visual airflow monitor functional	CCR Title 8 §5154.1(e),						
55	Chemical work done more than 6" from front of hood	CCR Title 8 §5191A,						
56	Certified within one year	CCR Title 8 §5154.1(e),						
57	Fume hood illumination is working							
58	Functional fume hood not used for storage, cluttered	CCR Title 8 §5191A,						
59	Users understand how to check for airflow and annual certification sticker	CCR Title 8 §5154.1						
60	Fume hood users have completed specific fume hood training	CCR Title 8 §5154.1						
61	Proper sash height indicated and adhered to	CCR Title 8 §5154.1						

**NOTES:**
**GAS**

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
62	Compressed gas cylinders stored upright and adequately secured	CCR Title 8 §4650,						
63	Compressed gas cylinders labeled with contents and hazards	CCR Title 8 §4650						
64	Compressed gas cylinders have full/empty tags attached	CCR Title 8 §4649,						
65	Compressed gas cylinders properly segregated if stored	CCR Title 8 §4650,						
66	Toxic gases properly stored in ventilated cabinet/fume hood	CCR Title 8 §4650						
67	Compressed gas cylinders capped when not in use	CCR Title 8 §4650,						

**NOTES:**
**PERSONAL PROTECTION EQUIPMENT**

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
68	Eye protection available and used as required by Cal Maritime PPE policy	CCR Title 8 §3382,						
69	Equipment or process sound levels that may exceed 85 dBA	CCR Title 8 §5096,						
70	Face shield available if required	CCR Title 8 §3382,						
71	Gloves worn when skin contact with hazards may occur	CCR Title 8 §3384,						
72	Glove(s) removed prior to exiting lab, handling telephone, etc.	CCR Title 8§5193(4)(F),						
73	Appropriate gloves available for use with hazardous activities	CCR Title 8 §3384,						
74	Lab coats, appropriate to activity are worn	CCR Title 8 §3383,						
75	Long pants worn as required by Cal Maritime PPE policy	EO 1039, AF 09-004						
76	PPE properly cleaned and disinfected or properly disposed of	CCR Title 8 §3387, §3383,						
77	Respirator users have been evaluated by EH&S and included in campus respiratory protection program	CCR Title 8 §5144,						
78	Adequate supply of specialty PPE available	CCR Title 8 §3380(f),						

**NOTES:**
**EMERGENCY ACTION PLAN**

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
79	Emergency eyewash/showers accessible within 10 sec	CCR Title 8 §5162(c),						
80	Emergency eyewash and shower stations free of obstruction	CCR Title 8 §5162(c),						
81	Tests for eyewash and shower current and documented	CCR Title 8 §5162(e) ,						
82	Appropriate chemical spill kits available	CCR Title 8 §5191A,						
83	First Aid Kit available, stocked with unexpired products	CCR Title 8 §3400(c)						

**NOTES:**
**WASTE MANAGEMENT**

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
84	Biomedical waste (red bag) properly disposed of	HSC §117600-118360						
85	Secondary containment used for biomedical waste	CCR Title 8 §5193						
86	Chemical waste containers compatible with contents; good condition	CCR Title 22 §66265.171,						
87	Chemical waste containers closed except when in use	CCR Title 22§66265.173,						
88	Hazardous waste in secondary containment	CCR Title 24§5005,						
89	Chemical waste containers properly tagged/dated/labeled for disposal	CCR Title 22§66262.34,						
90	All wastes within regulatory time limits	CCR Title 22§66262.34,						
91	Tight fitting lid in place on biomedical waste	HSC§ 118280						
92	Universal waste properly labeled/discarded/contained; < 1 year	CCR Title 22§66273.35,						

**NOTES:**

## EARTHQUAKE PREPAREDNESS/ SEISMIC

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
93	Heavy items are stored on lower shelves	CCR Title 8 §5191 A,						
94	Shelving, file cabinets 5' or over and other tippable items anchored	CCR Title 8 §5191 A,						
95	Overhead storage is secured	CCR Title 8 §5191 A,						
96	Hazardous material storage shelves have lip or guard	CCR Title 24 §5003.9.9,						

**NOTES:**

## MACHINE GUARDING

#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
97	Machines as specifically having a grinding, shearing, punching, pressing, squeezing, drawing, cutting, rolling, mixing or similar action, in which an employee comes within the danger zone shall be guarded at the point of operation.	CCR Title 8 ,§4184						
98	All saws, cutting tools, heads, shears, and knives that are part of any machine shall be kept sharp, properly set up, adjusted and firmly secured.	CCR Title 8 ,§4186						
99	All point of operation guards shall be properly set up, adjusted and maintained in safe and efficient working condition in conformance with Figure G-8 and Table G-3 or other guard configurations which will prevent the operator's hand from entering the point of operation	CCR Title 8 ,§4186						
100	All repair work performed on metal forming and/or cutting machines, such as punch presses, press brakes, forming rolls, shears, power presses, forging presses and hammers, shall be made: In accordance with the recommendation of the manufacturer(s) or in with good engineering practices	A&F 09-004 (IIPP)						

**NOTES:**

<b>TRAINING</b>								
#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
101	All personnel completed Fundamentals of Lab Safety	EO/Cal Maritime Policy						
102	Specialized training for lab specific hazards documented	CCR Title 8 §3203, §5191, §5194						
103	Spill training documented	CCR Title 8 §5191						
104	Training on lab specific SOPs documented	CCR Title 8 §5191						
105	Training on Chemical Hygiene Plan documented	CCR Title 8 §5191						
106	Training on IIPP documented	CCR Title 8 §3203						
107	Training to manage or handle hazardous waste documented							
108	Training on Campus Emergency Response							

**NOTES:**

<b>OTHER</b>								
#	ITEM	REGULATORY REFERENCE	YES	NO	NA	ACTION NEEDED	OWNER	COMPLETED DATE
109								
110								
111								
112								
113								
114								
115								

**NOTES:**

