



ENVIRONMENTAL HEALTH AND SAFETY AREA ASSESSMENT CHECKLIST

Departmental Manager:	
Contact:	
Date of Assessment:	
Department:	
Building and Room Number(s):	
Inspected By:	

		C	NC	NA	Points	Comments
A. SAFETY						
1.	Proper warning signs are displayed in all areas (i.e. confined space label, lab sign, oxygen sign, chemical storage area sign, electrical room, mechanical room, cryogenic sign, glutaraldehyde sign, formaldehyde sign, particularly hazardous chemicals, hand washing, non-hand washing signs, cage cards, caution-hot work in process-stay clear sign, asbestos containing material labels, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
2.	The staff knows how to report a medical error when identified or report if a patient is injured through the Patient Safety Net (PSN).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
3.	Employee injuries are reported to the supervisor and on the Inifinet at the time of occurrence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	

4.	There is no evidence of eating/drinking outside of a designated area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
5.	Soap is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
6.	Paper towels are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
7.	Handwashing facilities are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
8.	All noise control areas have been identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
B. LIFE SAFETY						
1.	Employees know their roles and responsibilities in case of an emergency. They know how to report a hazard (unsafe condition, spills, or fire) and the number to report a hazard (an unsafe condition or fire). (716-9111 or 911 for off-site) Emergency phone number for the Medical Center is posted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
2.	All personnel have been instructed in the emergency procedures and as to the location(s) of emergency exits, fire alarm pull stations, fire extinguishers, safety showers and eyewash stations. Area Evacuation Plans are posted and Assembly Points are known.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
3.	Trash can has a lid if greater than 40 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
4.	Maintains an 18" ceiling clearance in sprinkled buildings and 24" ceiling clearance in non-sprinkled buildings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
5.	Ceiling tiles are dry, clean, in place, and intact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	

6.	Excess paper, trash, and other miscellaneous items are removed. Areas are free of dust, dirt, soil, trash, odors, and hazards (fixtures, walls, ceilings, and floors).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
7.	Audible and/or visual fire alarms are not impaired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
8.	A fire drill has been performed for the required time period (quarterly, bi-annually, or annually).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
9.	Fire doors operate properly. They are not blocked and door stops are not used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
10.	All emergency and safety equipment (fire extinguishers and hose, pull stations, spill kits, eyewash, safety shower, drain plug, PPE, etc.) locations are clearly marked, accessible (travel distance must be less than 50 feet for fire extinguishers), and available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
11.	All fire extinguishers are properly mounted, fully charged, inspected monthly and yearly, and appropriate for setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
12.	Heat producing equipment must be commercial grade (i.e. microwave, toaster, coffee pots). Microwave is limited to a 90 second timer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
13.	The space around pipes, conduits, bus ducts, cables/wires are filled with an approved fire rated material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	

14.	The master fire alarm control panel is located in a protected environment (an area enclosed with 1 hour fire rated walls and 3/4 hour fire rated doors) that is continuously occupied or in an area with a smoke detector.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
15.	All decorations are flame retardant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
16.	Fire Department Connection (FDC) is marked at each designated site where sprinklers are present. NFPA 704 placard (if needed) is correct and displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
17.	Facilities are ADA accessible (i.e. panic hardware, ramps, grab bars in restrooms, toilets, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
18.	Eyewash/safety showers are flushed, inspected, and inspection recorded weekly (clinics) /monthly (labs & other areas).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
19.	Eyewash and safety showers are located within 75 feet traveling distance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
20.	Eyewash stations must be available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
21.	Ducts, plenums, and air handlers are not used for storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
22.	Passage ways, walkways, aisle ways, stair wells, and work areas are clear of obstructions and trip hazards. They are illuminated and marked. Indoor lighting is functional and adequate for task.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
C. ELECTRICAL SAFETY						

1.	Surge protectors are not piggy-backed daisy chained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
2.	Extension cords are not used for permanent wiring.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
3.	All electrical receptacles or panels are in place, accessible, and have proper clearance (36").	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
4.	The staff knows the location of the electrical, HVAC, Mag locks, and medical gas cutoffs and who is responsible (i.e. manager).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
5.	Appropriate electrical outlets in use, working properly, in good condition, and are not overloaded (i.e. wires are not exposed, circuits are not overloaded, missing switch or outlet plates, broken conduit or open junction boxes, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
6.	All machinery or equipment is capable of movement, required to be de-energized or disengaged, and blocked or locked-out during cleaning, servicing, adjusting or setting up operation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
D. SECURITY						
1.	Identification badge is worn at all times.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
2.	Personnel have badge buddies (Emergency Codes & Patient Safety Goals).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
3.	Required areas and doors (labs, soiled utility storage, mechanical & storage rooms, etc.) are secure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	

4.	Patient records are not accessible/available. (HIPPA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
E. ENGINEERING CONTROLS						
1.	Fume hood(s) has been certified within the last 6 - 12 months and there are no problems with the fume hood.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
F. CHEMICAL STORAGE AND HANDLING						
1.	Employees can access CMIS and they know how to find hazards of the chemicals used. SDS are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
2.	Compatible chemicals are stored together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
3.	All flammables/combustibles are stored in flammable cabinet when not in use. The flammable cabinet(s) is self-closing and latches properly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
4.	Compressed gas cylinders are identified (legibly marked), segregated from incompatibles, and physically secured with valve protection cover in place at all times except when in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
5.	Non-ferrous wrench is used for compressed gas cylinders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
G. WASTE PRACTICES						
1.	All "chemical" waste (including investigational drugs, regulated pharmaceuticals, and charcoal filters from scavenger systems) is identified and disposed of through EH&S. This includes containers that held acutely hazardous chemicals. 40 C.F.R. §262.11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	

2.	Waste containers are properly labeled/marked with the words "Hazardous Waste"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
3.	All waste containers must have contents identified and no acronyms are used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
4.	Containers for metal shavings are properly labeled with the words "Metal Shavings". (40CFR273.34)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
5.	Universal Waste is collected, properly labeled, and dated with the word "Universal Waste - Lamps", "Universal Waste - Batteries", or "Universal Waste - Mercury-Containing Equipment" for proper disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
6.	Used Oil filters and/or oil is collected and labeled with "Used Oil Filters" and/or "Used Oil". 40 CFR 279.22 c	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
7.	All waste containers are in good condition (no evidence of a release or spill) and are kept securely closed except when filling or adding waste. 40 CFR 265.171	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
8.	Waste containers are stored in secondary containment as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
9.	Incompatible waste streams are separated by physical barrier such as secondary containment or separate cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	

10.	Each waste container holds only one waste stream or a combination of compatible waste streams. Proper and compatible waste containers are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
11.	Obsolete electronics are not stockpiled or abandoned in this location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
12.	Drains are able to be covered in case of a spill.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
13.	The storage area has an impervious surface and no floor drains present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
14.	All hazardous waste is stored in either a satellite accumulation area and/or at or near the point of generation.40 CFR262.34(c)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	
15.	The stored containers are out of travel routes or other areas where containers could be broken or knocked over.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
16.	The SAA is under the control of the operator of the process generating the waste. 40 CFR 262.34(c)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
17.	The SAA is free of spilled or leaking waste materials and there is no evidence of release. 40 CFR 265.171 or 265.173(a)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
18.	The weekly inspections are performed and documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
19.	Hazardous waste is stored less than the 90/180 days.(40CFR262.34)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	

20.	Labels are removed/defaced prior to disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
21.	Biowaste labels are not on regular trash cans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
22.	Biowaste container has a lid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
23.	There is not an accumulation of Biowaste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
H. PERSONAL PROTECTIVE EQUIPMENT						
1.	An annual PPE Assessment and Training Form has been performed to identify required PPE needed & personnel are trained in the proper use of PPE (PPE Training).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
2.	PPE is supplied, appropriate for the hazard, and available in a range of sizes (i.e. lab coat, gloves, eye protection, laytex free gloves, face shield, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
3.	Long pants are being worn when in the laboratory and worn in appropriate settings/areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
4.	Closed-toe shoes are being worn when working around chemicals or hazardous environment in the laboratory, clinic, or other high risk area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
5.	Lab coats are worn while working on or adjacent to all benchtop procedures utilizing hazardous materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	

6.	Protective gloves are worn while utilizing any hazardous chemicals, biological, or unsealed radiological materials and worn in appropriate settings/areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
7.	Adequate eye protection and/or equivalent engineering controls (fume hood, BSC) are used while handling hazardous materials at the bench or engaging in hazardous activities or to protect patients from procedures that could generate particulates or splashes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
I. STERILIZATION, DISINFECTION, AND CLEANING						
1.	There is a log for recording autoclave loads and results. Each load is monitored with mechanical indicators (i.e. time, temperature, pressure) and chemical indicator or integrator is used with each autoclave load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
2.	There are written instructions for use of autoclave for reprocessing equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
3.	Chemical Indicator or Integrator is used with each autoclave load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
4.	Autoclave is available, used, and records checked for verification (weekly biologicals).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
J. TRAINING						
1.	New employees have received required training related to their job duties within their initial ninety days (including safety training-fire, hazard communication safety, BBP, hazardous waste, AED, & High Level Disinfectant).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	

2.	Employees have received the required annual training (including safety training-fire, hazard communication safety, BBP, hazardous waste, AED, & High Level Disinfectant).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
3.	Staff has reviewed and updated PeopleSoft Hazard Assessment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
K. MACHINE GUARDING						
1.	All dangerous machine parts are adequately guarded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
2.	Cleanliness is maintained around the machines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
L. WELDING						
1.	Only authorized and trained personnel are permitted to use welding, cutting or brazing equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
2.	Suitable fire extinguishing equipment is available for immediate use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
3.	A welding curtain used is for protection of the operators of nearby equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
M. TOXIC SUBSTANCES CONTROL ACT (TSCA)						
1.	PCB ballast are collected and disposed of through EH&S.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
2.	Containers of PCB ballast are properly marked (labeled & dated).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
3.	Non-PCB ballast are collected and disposed of through EH&S in less than one year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	

4.	Containers of Non-PCB ballast are properly marked (labeled as "Non-PCB Ballasts").	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
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