



ENVIRONMENTAL HEALTH AND SAFETY ARP 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. 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	
3. Monkey bite scratch kit and protocol are in place. (verify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
4. There is no evidence of eating/drinking outside of a designated area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	

5.	Areas and furnishings are in good repair. Exposed surfaces are in good shape, intact (without tears or breaches to the surface) and cleanable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
6.	Soap is provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
7.	Paper towels are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
8.	Handwashing facilities are provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
9.	Employees are following standard precautions when working with human cells, blood, and/or body fluids.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
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.	There is a Disaster Response and Recovery Plan and employees know departmental role if Disaster Response and Recovery Plan is implemented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	

4.	Disaster Response and Recovery Plan is reviewed and updated annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
5.	Trash can has a lid if greater than 40 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
6.	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	
7.	Ceiling tiles are dry, clean, in place, and intact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
8.	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	
9.	Audible and/or visual fire alarms are not impaired.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
10.	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	
11.	Fire doors operate properly. They are not blocked and door stops are not used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
12.	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	

13.	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	
14.	NFPA 25 and/or 72 reports are readily available, if building is sprinkled and/or using a remote supervising fire alarm system. NFPA 101 (generator and emergency lighting).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
15.	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	
16.	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	
17.	All decorations are flame retardant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
18.	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	
19.	There are no ADA concerns (i.e. panic hardware, ramps, grab bars in restrooms, toilets) in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
20.	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	
21.	Eyewash and safety showers are located within 75 feet traveling distance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	

22.	Eyewash stations must be available and accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
23.	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 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.	Pharmaceutical/medications/select agents/controlled substances are secured.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
E. ENGINEERING CONTROLS						
1.	The difference between a Biosafety Cabinet and Fume Hood are known.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
2.	Biosafety cabinets and fume hoods are used appropriately (i.e. free of stored chemicals and equipment, UV lighting, crowding, flammables).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
3.	Biosafety cabinet(s) has been certified within the last 6-12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
4.	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	
5.	Bag in/Bag out procedures are followed for changing prefilter and HEPA filters on ventilation equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
6.	Scavenger systems are used with anesthetic gases.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	

7.	Anesthesia machine is under preventive maintenance contract (annual calibration).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	
8.	Anesthesia machine is vented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
9.	Weights are recorded on charcoal filter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
10.	Waste bedding is emptied outside animal rooms and in a manner to minimize aerosolized waste/dust.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
11.	Safety devices and Sharps (needles, scalpels, and sutures) are used properly, have safety features, and are not being recapped.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
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.	All reagents/chemicals are clearly identified and labeled with a received and opened date (includes peroxides forming chemicals). They have the full name of the chemical and hazard warning. Abbreviations or formulas are not present on the label.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
3.	Compatible chemicals are stored together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
4.	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	
5.	Devices, medications, instruments and sterile supplies are in date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	

6.	Separate refrigerators and freezers are used for storage of clinical reagents and monitored for proper temperatures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
7.	There is a separate power source for the refrigerator/freezer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
8.	Refrigerator/freezer has a digital min/max thermometer.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
9.	Refrigerator temperatures are monitored for storage of drugs, reagents, specimens and other pharmaceuticals. Refrigerator temperatures are recorded daily for proper temperatures (36 - 46 F; 2 - 8 C).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
10.	There are written instructions for using formaldehyde.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
11.	Adequate policies, procedures, PPE and practices are in place for the use of cryogenics. (i.e. cryogenic gloves, face shield, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
12.	An exposure assessment form has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
13.	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"/>	3	
14.	Non-ferrous wrench is used for compressed gas cylinders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
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.	All controlled substances are disposed of through the state.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
3.	Waste containers are properly labeled/marked with the words "Hazardous Waste". §262.34(c)(1)(ii)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
4.	"Hazardous Waste" and contents are identified, no acronyms used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
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.	Amounts of hazardous waste are within the accumulation limits of 55 gallons or one quart of acutely hazardous waste. 40 CFR 262.34(c)(1) Containers are properly dated (if greater than 55 gallons of hazardous waste or 1 quart of acutely hazardous waste) §262.34(c)(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	

8.	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"/>	3	
9.	Waste containers are stored in secondary containment as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
10.	Incompatible waste streams are separated by physical barrier such as secondary containment or separate cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
11.	Ethidium bromide green bags are used in the lab. (minimization technique)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
12.	Obsolete electronics are not stockpiled or abandoned in this location.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
13.	Drains are able to be covered in case of a spill.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
14.	Sharps containers are readily visible, accessible and closeable. Contents are below the fill line. The trash container placement in exam/procedure room(s) is away from sharps container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
15.	Needles, syringes, and pipettes are being collected in a Sharps container.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
16.	The storage area has an impervious surface and no floor drains present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7	

17.	All hazardous waste is stored in either a satellite accumulation area and/or at or near the point of generation. 40 CFR 262.34(c)(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
18.	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	
19.	The Hazardous Waste Storage Area 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	
20.	The Hazardous Waste Storage Area 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	
21.	The weekly inspections are performed and documented.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
22.	Labels are removed/defaced prior to disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
23.	Each waste container holds only one waste stream or a combination of compatible waste streams. §265.177(a) Proper and compatible waste containers are used. §265.172	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
24.	There is a procedure on how expired pharmaceuticals are disposed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
25.	Biowaste labels are not on regular trash cans.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
26.	Biowaste container has a lid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	

27.	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, latex 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 worn 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	
8.	Respirator wearers have been medically cleared, fit tested, and trained within 12 months.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
I. STERILIZATION, DISINFECTION, AND CLEANING						
1.	Cage washing procedures have been reviewed/reinforced to prevent entrapment (i.e. buddy system). There is a way to abort cage wash procedure.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	
2.	Proper decontamination procedures are used for cages, floors, BSC, rooms, etc. (VHP, ETO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
3.	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	
4.	There are written instructions for use of autoclave for reprocessing equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
5.	Chemical Indicator or Integrator is used with each autoclave load.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
6.	Autoclave is available, used, and records checked for verification (weekly biologicals).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	

7.	There is a standard decontaminating solution used for all surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
8.	There is a written SOP describing how instruments will be cleaned and decontaminated. Detergents and decontaminating solutions for instruments are EPA approved for use on instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
9.	There is adequate space to accommodate cleaning and decontamination of instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
10.	All sterilized instruments are dated with process date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
11.	All biohazard waste containers, instrument containers, and transport containers must be labeled with a biohazard symbol and covered with a lid.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
12.	Instruments are cleaned using an enzymatic cleaner before being placed in the high level disinfectant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
13.	Contents being disinfected are covered completely with high level disinfectant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	
14.	Staff wears gloves, eye protection and fluid impermeable gowns in the decontamination room and while cleaning scopes or soiled instruments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	
15.	Cage-washing machine achieves 180 degrees Fahrenheit sanitizing temperature.	<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	
4.	Biologicals are shipped by trained staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	