

## Workplace Safety Survey

Building \_\_\_\_\_ Department \_\_\_\_\_ Room(s) \_\_\_\_\_ Contact Person \_\_\_\_\_

Inspection Performed by \_\_\_\_\_ Date: \_\_\_\_\_

Y N N/A

Comments

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Abrasive Wheel Grinders					
1	Work rest present and kept within 1/8 inch of wheel.				
2	Tongue on top-side of grinder present and kept within 1/4 inch of wheel.				
3	Side guards cover spindle, nut, flange, and 75% of wheel diameter.				
4	Bench and pedestal mounted grinders permanently mounted.				
5	Proper eye protection available and used.				
6	Cleanliness maintained around grinders.				
Animal Biological Safety Level 2					
1	Personnel are enrolled in the Occupational Health Program.				
2	Human allergies to animals have been addressed.				
3	If animals are taken from the animal care facility & used in the lab, how long?				
4	Project has been approved by the IACUC.				
5	Floor drain traps filled with disinfectant.				
Biological Safety Level 2					
1	Lab access restricted when working with infectious agents.				
2	Appropriate Biological Safety Level sign posted.				
3	Lab personnel advised of hazards and required immunizations.				
4	Lab personnel receive appropriate immunizations & tests for agents handled.				
5	Baseline serum collected, if appropriate.				
6	Specimen containers leakproof and covered during transport.				
7	Equipment & work surfaces disinfected regularly, after work with agents or spills.				
8	Work has been approved by the IBC.				
9	Access restricted to Select Agents and Select Agents properly secured.				
10	All spaces accessible for cleaning and are easily cleaned. No carpets or rugs.				
11	Insect and rodent control program in place.				
12	Biosafety Cabinet (Class II) or other containment device used when appropriate.				
13	Centrifuge safety caps/cups are utilized.				
14	Mechanical pipetting devices are utilized.				
15	Autoclave efficacies are verified & documented.				
16	Plasticware and safer needle alternatives implemented where feasible.				

<b>Biological Safety Level 2+</b>				
1	BSL 3 Standard practices, special practices, and safety equipment in use.			
2	Laboratory is under negative pressure with respect to other areas.			
3	Exhaust air is discharged to the outside of the building.			
4	Hands-free/automatic handwashing sink provided near exit door.			
5	Vacuum lines protected with liquid disinfectant traps and HEPA filters.			
<b>Bloodborne Pathogens</b>				
1	Sharps containers provided for collection of needles, scalpels, & razor blades.			
2	Safer needle alternatives investigated and implemented where feasible.			
3	Biohazardous waste bags (red bags) provided for solid BBP waste.			
4	Employees regularly exposed to BBP have been properly trained.			
5	Employees regularly exposed to BBP have been offered HBV vaccine.			
6	All sharps injuries reported and logged.			
<b>Building Services Maintenance Items</b>				
1	Entrance door opens and closes properly			
2	Floor tiles are clean and dry without tripping hazards or missing tiles.			
3	Carpets are clean and dry without tripping hazards.			
4	Windows and sills are clean and windows unbroken.			
5	Window coverings are clean, in place and operable.			
6	Walls are clean, free of mold or mildew, and without holes.			
7	Ceilings are clean, free of mold or mildew stains, and all tiles in place.			
8	Vents are clean and free of mold or mildew, or excessive dust.			
9	Light lenses are clean and not discolored.			
10	Area is free of foul odors.			
11	Area is free of insects or other pests.			
<b>Building Services Restroom Conditions</b>				
1	Entrance door opens and closes properly.			
2	Floor is clean and sanitized.			
3	Counters, sinks and fixtures clean and sanitized.			
4	Mirrors clean and unbroken.			
5	Walls, ceilings and vents clean, free of mold mildew, or excessive dust.			
6	Partitions clean and free of graffiti.			
7	Toilets and urinals clean and sanitized.			

8	Toilet tissue holder(s) in place, functional and stocked.				
9	Paper towel dispenser(s) in place functional and stocked.				
10	Soap dispenser(s) in place functional and stocked.				
11	Sanitary napkin equipment available in Womens room.				

**Chemical Storage & Safety**

1	Chemical containers properly labeled, stored, & closed when not in use.				
2	Chemicals segregated and stored by compatibility.				
3	Peroxide formers dated at purchase and again upon opening.				
4	Peroxide formers disposed of within proper time frames.				
5	Secondary containment used where appropriate.				
6	Vacuum equipment trapped and/or filtered.				
7	Chemical storage areas free of ignition sources.				
8	Refrigerators/Freezers properly labeled.				
9	Refrigerators/Freezers properly rated if flammable liquids are stored within.				
10	Fume hoods and/or biosafety cabinets not used for general storage.				
11	Cryogenic materials stored properly and proper PPE available.				
12	Flammable liquids in containers over 4 L are in approved safety cans.				
13	Corrosive storage cabinet used if more than 10 gal of corrosives present.				
14	Chemicals purchased in amounts that can be used within a reasonable time.				
15	Chemical stocks purged of old, out-dated, and unusable chemicals.				
16	Chemical inventory up to date and copy sent to EH&S.				

**Compressed Air and Compressed Gases**

1	Air compressors equipped with pressure gauges and pressure relief valves.				
2	Compressed air piping, hoses and fittings in good condition.				
3	Compressed air 30 psi or less for machine/parts cleaning, 10 psi for clothing.				
4	Compressed air cleaning nozzles with chip/particle deflection device.				
5	Gas cylinders w/30 lb or more water capacity have valve protection capability.				
6	Gas cylinders legibly marked as to their contents.				
7	Gas cylinders stored away from high heat, flames, etc.				
8	Gas cylinders stored in secure area and secured from tipping or falling.				
9	Gas cylinders transported on cylinder carts.				
10	When in use, gas cylinders kept away from elevators, stairs, and ramps.				
11	Valve protectors used when cylinders not in use or when being transported.				

12	Liquefied gas cylinders (acetylene) always shipped and stored valve-end up.				
13	Proper type of regulator used for type of gas cylinder in use.				
14	Gas cylinders, valves, couplings, regulators kept free of oil and grease.				
15	Gas cylinders lacking obvious defects, leaks, damage, etc.				
16	Gas cylinders hydrotested at appropriate intervals.				
17	Empty gas cylinders labeled "Empty," valves closed, and caps on.				
18	Oxygen and Acetylene in storage are separated by 5' noncombustible barrier.				

**Computer Workstation Ergonomics Guidelines (non-mandatory)**

	Complete workstation evaluations can be requested by calling EH&S at 7-3129.				
1	Monitor directly in front, top of screen at or slightly below eye level.				
2	Monitor approximately 18 to 24 inches away, positioned to avoid glare.				
3	Anti-glare screen and/or wrist pad used, if needed.				
4	Chair/footrest heights adjusted to keep thighs parallel with the floor.				
5	Chair/keyboard heights adjusted properly for hands, wrists, and arms.				
6	Documents held next to and at the same level as the monitor screen.				

**Confined Spaces**

1	All confined spaces and permit-required confined spaces identified.				
2	Confined Spaces properly posted "Danger Confined Space - Do Not Enter."				
3	Written confined space entry program available.				
4	Confined space "Entrants" and "Attendants" have been properly trained.				

**Electrical Safety**

1	Extension cords are not used as permanent wiring.				
2	Extension cords and power strips not daisy-chained one to another.				
3	Electrical cords not under carpets/rugs, through doorways, or high traffic areas.				
4	Multi-outlet power strips are UL listed and have circuit breakers.				
5	Power cords are in good condition with no splices or broken insulation.				
6	Grounding prongs not removed from 3-way plugs.				
7	Outlet, switch and junction box covers are in place and in good repair.				
8	Circuit breaker panels and emergency shut offs unobstructed and labeled.				
9	Electrical outlets not overloaded with appliances, i.e. splitters used.				
10	Ground Fault Interrupters installed, labeled and operating correctly.				
11	Energized parts, circuits, and equipment guarded against accidental contact.				

**Elevators**

1	Inside and outside elevator doors open and close properly.				
2	Elevator doors automatically open when obstruction encountered.				
3	Elevator floor and landing floor even when doors open.				
4	All Elevator controls working (call & stop buttons, fire fighter overrides, etc.)				
5	Floor announcement tone or bell operational				
6	Elevator controls ADA accessible & with Braille numbering.				
7	Emergency phone available and operational.				
8	Elevator license/permit posted and current.				

**Fire Prevention and Protection**

1	Fire extinguishers properly mounted, located, and identified.				
2	Fire extinguishers adequate in number and type.				
3	Fire extinguishers inspected, recharged, and maintained as required.				
4	Fire aisles, exitways, stairways, and fire equipment kept unobstructed.				
5	Exit lights properly illuminated and emergency lighting operable.				
6	Fire doors not blocked open or are on magnets connected to fire alarm system.				
7	Flammable liquids stored in approved safety cans.				
8	Flammable liquid containers kept closed when not in use.				
9	Flammable liquids of 10 gallons or more stored in flammable storage cabinet.				
10	Flammable storage cabinets labeled "Flammable - Keep Fire Away."				
11	Connections on drums and combustible liquid piping leak free.				
12	Flammable liquid drums grounded and bonded to containers when dispensing.				
13	Proper storage of flammable/combustible materials to reduce risk of fire.				
14	Oily/greasy rags placed in proper self-closing oily rag containers.				
15	No penetrations through walls or ceilings and all ceiling tiles are in place.				
16	Sprinkler heads clean and no storage within 18 inches.				
17	Sprinkler heads protected by metal guards when exposed to physical damage.				

**Floor & Wall Openings and Runways/Catwalks (with 4 Ft or more to Next Level)**

1	Floor openings properly guarded, (railings, toe boards) or covered.				
2	Skylight floor openings guarded with screen or guardrails.				
3	Wall openings (including chutes and chases) properly guarded.				
4	Toe boards on wall holes if wall hole less than 4 inches above floor.				
5	Runways guarded by standard railings on all open sides.				

6	Toe boards on runways when tools, materials, or parts will be used.				
<b>General &amp; Miscellaneous Safety</b>					
1	Hand washing sink, soap and towels available & used before leaving lab.				
2	Sink faucets with backflow device or attached hoses above sink rim.				
3	Heavy objects stored below 5 ft. unless secured and stepladder provided.				
4	Stepladder or stepstool available & in good condition for high storage access.				
5	Appropriate signs posted (First aid kit, safety shower, fire extinguisher, etc.).				
6	Proper handling & disposal of broken glass & sharps.				
7	Batteries charged in properly ventilated area away from sparks and flames.				
8	Work practices observed during inspection done safety.				
9	No food or beverages unless adequately separated from hazard areas.				
10	Benchtops impervious to water and resistant to chemicals.				
11	Lab furniture is appropriate for loading and use.				
<b>General Work Environment &amp; Indoor Air Quality</b>					
1	All areas properly illuminated. Glare and reflections avoided.				
2	Noise levels are within acceptable limits or engineering controls established.				
3	Areas with high noise levels posted and hearing protection required to be used.				
4	Work areas clean, sanitary, and orderly. (garbage disposed properly, etc.)				
5	Work area properly ventilated for type of equipment or chemicals in use.				
6	Vacuum systems used when possible instead of blowing or sweeping dusts.				
7	Temperature and humidity seem to be within acceptable ranges.				
8	Areas free of visible fungal/mold growth and associated odors.				
9	Walls ceilings, floors free of signs of mold or moisture damage.				
10	Air intake areas free of odor causing materials or hazardous chemicals.				
<b>Hazard Communication</b>					
1	All hazardous chemical containers marked with contents and hazards.				
2	Material Safety Data Sheets readily available.				
3	Employees know what an MSDS is and how to use and obtain one.				
4	Employees aware of hazards associated with chemicals used in their areas.				
5	Other hazards identified and labeled (electrical rooms, piping, etc.).				
<b>Hazardous Waste &amp; Materials Disposal and Recycling</b>					
1	Waste storage areas (bins, totes) designated.				
2	Waste containers properly labeled (chemical components, amounts, etc.).				

3	Waste containers compatible with waste to be stored.				
4	Only compatible chemical wastes stored in the same container.				
5	Waste containers kept closed except when adding waste.				
6	Waste containers stored compatibly.				
7	Fluorescent, HID, Mercury vapor lamps recycled properly.				
8	Used oil collected and recycled properly.				
9	Non-alkaline batteries (lead acid, Ni-cad, silver, etc.) managed for recycling.				
10	Mercury containing devices (thermostats, barometers, etc.) properly recycled.				
11	Electronic devices, (monitors, TVs, circuit boards, etc.) managed properly.				
12	Biohazardous materials & animal carcasses managed & disposed properly.				
<b>Hoists, Cranes and Slings</b>					
1	Overhead hoists/cranes with limit stop for safe highest and lowest travel.				
2	Hoist/crane will stop & hold 125% of rated load if actuating force removed.				
3	Hoist/crane's rated load legibly marked and visible to operator.				
4	Hoist/crane controls clearly marked to indicate direction of travel or motion.				
5	Hoist/crane drum has minimum of 2 wraps at lowest range of motion.				
6	Hoist/crane chains, ropes (cables), and hooks in good condition.				
7	Competent person inspects slings for damage/defects each day before use.				
8	Damaged/defective slings immediately removed from service.				
9	Slings permanently marked or coded to indicate rated capacity.				
10	Slings not used in excess of rated capacities.				
11	Hoists, cranes, slings inspected per 1910.179 and 1910.184.				
12	Loads not allowed to be carried over people.				
13	Operators trained in the proper operation of hoists/cranes.				
<b>Ladders &amp; Scaffolding</b>					
1	Fixed ladder accessible to the public secured from unauthorized use.				
2	Fixed ladders over 20 ft. from landing have cages, wells or fall arrest systems.				
3	Fixed ladders extend 3 ft. beyond roof top.				
4	All ladders are free of sharp edges, splinters, or cracks.				
5	Ladders do not have any loose rungs or steps.				
6	Portable ladders have safety feet.				
7	Step ladders are less than 20 feet in length.				
8	Certified scaffolding used and rated for intended loads.				

9	Toe boards installed on scaffolding when tools, parts, etc. will be used.				
<b>Machine Guarding and Lock Out-Tag Out (LOTO)</b>					
1	Rotating or moving parts (chains, gears, belts, etc) properly guarded.				
2	Machinery guards secure and don't present a hazard in their use.				
3	Fixed machinery guarded to prevent splash, spark, and flying chip injuries.				
4	Equipment and machines securely placed and anchored to prevent moving.				
5	Guards and safety interlocks not removed or defeated.				
6	Equipment and machinery kept clean and properly maintained.				
7	Equipment and machinery have safety inspections completed regularly.				
8	Sufficient clearance around machines for safe operating and servicing.				
9	Power shut-off switch within reach of operator's position at each machine.				
10	Users adequately trained to operate equipment or machines safely.				
11	Adequate supervision to ensure users are following safe procedures.				
12	Manually operated control switches and valves clearly identified & accessible.				
13	Emergency stop buttons available and colored red.				
14	Machines de-energized and locked out for maintenance and repair as required.				
15	Auto-startup after power failure or shut-down is prevented.				
16	Written LOTO program available & employees have been properly trained.				
17	Proper LOTO locks and devices available, which identify employees.				
18	Correct LOTO procedures are in use.				
<b>Manuals, Training, SOPs, MSDSs, Occ. Health</b>					
1	Appropriate safety manual(s) available (CHP, ECP, Bio Safety Rad Safety, etc.).				
2	Standard Operating Procedures & Material Safety Data Sheets readily available.				
3	Applicable initial/refresher training completed. (LS,HW,BW,BBP, RAD,etc.).				
4	Personnel in occ. health program, if required (blood, etiologic agents, carcin.).				
<b>Material Handling</b>					
1	Safe clearance for equipment through aisles and doorways.				
2	Containers stored, stacked, secured, and of limited height for stability.				
3	Properly rated dock boards used while loading and unloading trailers.				
4	Trucks and trailers secured from movement during loading and unloading.				
5	Shelving and mezzanines properly rated (and marked) for loads.				
6	Manual pallet jacks, hand-trucks and dollies in good condition.				
7	Forklifts and motorized pallet jacks inspected each shift or prior to use.				

8	Forklift and motorized pallet jack operators properly trained.				
9	All equipment unsafe to operate removed from service until properly repaired.				
10	Employees instructed in proper manner of lifting heavy objects.				
<b>Office Equipment and Breakroom Appliances</b>					
1	Chairs in good condition and adjustable (if appropriate).				
2	Paper cutter has guard, blade spring functional, and locked when not in use.				
3	Portable fans are equipped with appropriate guards.				
4	Bookcases, shelves, cabinets are not overloaded.				
5	Bookcases and file cabinets are secured from tipping over.				
6	Space heaters UL listed with tip switches and working temperature controls.				
7	Toasters, toaster ovens, etc. used away from combustible materials.				
8	Coffeemakers, microwaves, etc. in good operating condition.				
<b>Personal Protective Equipment (PPE)</b>					
1	Appropriate eye/face protection is available and used if hazard present.				
2	Appropriate hand protection is available and used if hazard present.				
3	Appropriate hearing and foot protection available and used if hazards present.				
4	Protective clothing - coveralls, aprons, gowns, etc. available & used if needed.				
5	Protective clothing and gloves removed before leaving lab.				
6	Non-disposable protective clothing laundered on site or by commercial service.				
7	Approved respirators available and used if needed.				
8	Respirator users medically certified, properly trained and fit tested.				
9	PPE is properly stored, clean and in good condition.				
<b>Portable Power Tools &amp; Equipment</b>					
1	All tools and equipment used in the workplace in good condition.				
2	Tools and equipment stored in secure, dry location to prevent tampering.				
3	Tools, grinders, saws, etc. provided with appropriate safety guards.				
4	Circular saws with guard above and below the base shoe, and not wedged up.				
5	Constant pressure switches on tools, which will shut off power when released.				
6	All electrical tools/equipment grounded or of double insulated construction.				
7	Electrical cords and pneumatic/hydraulic hoses in good condition.				
<b>Radiation Safety Laboratory Audit</b>					
1	Room is authorized by FAU's State of Florida Radioactive Materials License				
2	Caution, Radioactive Material signs posted on entrance doors (64E-5.322)				

3	Equipment, containers, & storage areas properly labeled (64E-5.325, .1316(7))				
4	Emergency procedures posted (64E-5.901(1)(f))				
5	Notice to Employees (Form DH-1081) posted. (64E-5.901(3))				
6	EH&S Waste Guidelines posted				
7	Radioactive material secured against unauthorized access/removal (64E-5.320)				
8	Appropriate shielding of radioactive materials (64E-5.303(2))				
9	Radioactive material users have received initial training (64E-5.1307)				
10	Radioactive material users have received refresher training				
11	Inventory records are maintained for 3 years (64E-5.303)				
12	Survey records are maintained for 3 years (64E-5.1319(3), .336)				
13	Survey instrument available (64E-5.1318(1)(3))				
14	Survey instrument calibrated within the last year (64E-5.314(2))				
15	Liquid Scintillation Counter calibrated annually (64E-5.314(2))				
16	Waste is properly labeled (64E-5.1316(6))				
17	Waste is properly shielded (64E-5.1316(5))				
18	Removable contamination surveys performed as required (64E-5.314, .1319)				
19	Radiation level surveys performed at required frequency (64E-5.1319(1))				
20	Radioactive materials users wear appropriate PPE (64E-5.1316(1)(2))				
21	Fume hood functioning properly (64E-5.1317)				
22	Individuals wear whole body TLDs as required (64E-5.1316(5), .1310(4)(5)(6))				
23	Individuals wear extremity TLDs as required				
24	No evidence of eating, drinking, or applying cosmetics (64E-5.1316(3))				
25	No storage of food, drink, or personal effects in restricted area (64E-5.1316(4))				
26	No radioactive contamination detected				
27	Radiation levels less than 2 mR in any one hour				
<b>Safety Equipment and Emergency Preparedness</b>					
1	Eyewash & safety shower within 100 ft. and 10 second travel time.				
2	Eyewash & safety shower unobstructed and inspected as required.				
3	Fume hoods, biosafety cabinets, glove boxes, properly located and certified.				
4	Appropriate spill control kit available and stocked (Chem, Rad, Bio).				
5	Spill & accident reporting procedures understood by lab personnel.				
6	Appropriate first aid kit available and stocked.				
7	Emergency contact information posted by entrance (and by phone if present).				

8	Laboratory under negative pressure in relation to other areas.				
<b>Walkways, Stairs, and Exits</b>					
1	Aisles and passageways kept clear, and marked as appropriate.				
2	Safe walking clearance in aisles where equipment is operated.				
3	Floors even, no holes, no cracks, and no tripping hazards present.				
4	Floors kept as dry & non-slippery as practical, spills cleaned up immediately.				
5	Walk-off mats available for wet weather.				
6	Constantly wet floors have mats, grates, drainage, etc. where practical.				
7	Ramps have non-slip surfaces.				
8	Stairs w/ 4 or more risers have stair rails or handrails.				
9	Stair railings 30-34" in height, withstands 200 lb vertical/lateral force.				
10	Stair treads reasonably slip resistant and nosings with non-slip finish.				
11	Stairways at least 22 inches wide and risers uniform and proper height.				
12	Stairs exiting into path of vehicle traffic have barriers and warnings.				
13	Guardrails provided where floors more than 30 inches above next level.				
14	Bridges provided over conveyors, pits, troughs, or similar hazards.				
15	Exits properly marked illuminated and unobstructed.				
16	Emergency lighting available in hallways and stairwells.				
17	Doors which can be confused for exits, but do not lead to exits, properly marked.				
18	Door hardware present and functional, and doors open & close properly.				
19	Exit doors not locked from direction of travel out the door.				
<b>Welding, Cutting, or Brazing Operations</b>					
1	Personnel using welding, cutting, brazing equipment trained and authorized.				
2	Hot Work Permit issued for welding and cutting operations.				
3	Red hose used to identify acetylene or other fuel-gas.				
4	Green hose used to identify oxygen.				
5	Black hose used to identify inert gas or air hose.				
6	Only approved apparatuses used (torches, regulators, manifolds, etc.).				
7	Grounding connections on welding machines checked periodically.				
8	Adequate ventilation exists or is provided for welding or cutting operations.				
9	Combustible scrap & debris kept clear of operations and removed promptly.				
10	Welding/Cutting areas posted "No Smoking, Matches or Open Lights, Etc."				
11	As needed, fire watch established & maintained for 30 min. after operations.				