

ENVIRONMENTAL HEALTH AND SAFETY
University of California Santa Barbara
Research Safety Self-Inspection Checklist

Building and Lab Number: _____

Responsible Party: _____

Inspected by: _____

Date: _____

#	ITEM	Yes	No	N/A	Date Corrected
General Safety					
1	Housekeeping (is aisle space adequate - at least 3 foot clearance)? Are work spaces clean and tidy? Any excess trash? Combustible materials stored orderly and away from ignition sources? Floors clear with no slip (e.g. oil residue or water), trip or fall hazards?				
2	Is the Sanitation standard no food and drink in areas exposed to toxic materials being followed? No Food and/or Drink in a Lab Storage Refrigerator/Freezer?				
3	Other				
Emergency Preparedness and Fire Safety					
4	Emergency shower/eye wash station easily accessible?				
5	Are fire extinguishers easily available and accessible, tag indicates that they have been tested within the last year?				
6	Are all corridors and exits free of obstruction? Are all fire rated doors kept closed (no propped open doors). Magnetic holders are acceptable.				
7	Is storage ceiling clearance within correct distances (2' for non-sprinkled buildings and 18" for sprinkled buildings)?				
8	Are sprinklers appear to be in good conditions? Are all constructions around the sprinkler in place (ceiling tiles, open holes and etc.)?				
9	Are Spill/First Aid Kits available? Are the contents of the kits re-stocked and within the shelf life? For Labs using Hydrofluoric Acid is Calcium Gluconate available and within the shelf life?				
10	All chemical spills or debris properly cleaned?				
11	Is the Emergency Flip Chart available? Building specific page customized?				
12	Is the door placard present and up-to-date?				
Seismic Safety					
13	Are all tall furniture and equipment (>42") braced? Are shelves used for chemical storage equipped with restrains? No overhead storage of heavy items?				
PPE					
14	Is PPE policy followed by all lab members? If respirators are worn, are users enrolled in the UCSB respiratory protection program?				
Gas Under Pressure					
15	Are gas cylinders: seismically anchored, hydrotested (<10 y), labeled with contents, capped when not in use, inventoried with a barcode, and kept in ventilated area? Any signs of corrosion? Is the applied tubing compatible with the material being used?				
16	Is emergency shutoff for flammable gases installed?				
17	Are oxygen cylinders separated from flammable gas by 20' or a noncombustible barrier at least 5' tall? (i.e. not near electrical or ignition sources, not under stairs.)				
Chemical Storage					
18	Are all chemical containers labeled and in a good condition? Are incompatible chemicals segregated?				
19	Are laboratory freezers clean and defrosted? Are flammables stored in a flammable materials storage (desparked) fridge/freezer?				
20	Are all peroxide formers dated and within the time allowed for storage/use?				
21	Are flammables stored in a flammable liquid storage cabinet? No more than ten 10 gallons of flammable or combustible liquids may be stored outside a flammable cabinet.				
22	Are chemicals stored in a designated storage area? Are there any chemicals stored on the floor or above eye level?				
Hazardous Waste Management					
23	Is the hazardous waste stored properly: capped, in designated area with secondary containment for liquid waste? Is incompatible waste segregated? Is the hazardous waste label completely filled out: chemical name, start date, physical state, chemical hazard classification? Is the accumulation time less than 9 months?				
24	Is Universal waste (e.g. e-waste, batteries, light bulbs, etc.) properly stored and labeled (type of waste and date)? Is the accumulation time less than 1 year?				
25	Are sharps disposed of in a properly labeled, puncture proof container? Is the container fuller than 2/3rd of its volume?				
Electrical Safety					
26	Is the electrical panel kept closed and easily accessible at all times?				
27	Are all electrical cords in good condition (any frayed cords, tangled cords, tripping hazards)?				
28	Are extension cords used for temporary purpose only? Any daisy chain cords? Are multiple outlet strips equipped with circuit breaker?				
Fume Hoods (CCR Title 8/5154.1)					
29	Is the fume hood cleared of clutter, certified and properly used (sash level not above the safe working height; work area is 6" behind the sash)?				
Equipment Safety					
30	No open flame in a biosafety cabinet/laminar box?				
31	Is all the equipment in good working order with all safety features in place (hearing protection provided if sonicator is present; safety guards in place for moving parts, pinch points, belts; catching oil pans for vacuum pumps, clean and lubricated rotors of centrifuges and etc.)?				
32	Is all equipment labeled for use (research or food storage ; high voltage; not for flammable storage and etc.)?				

For safety questions and concerns:

EEMB, MSI, Bren School, Anthropology, Earth Science, NRS contact Nelly.Traitcheva@ehs.ucsb.edu 805-893-5129

Other departments contact: Chandra.Feesser@ucsb.edu 805-893-3264