

## Chapter 11

# SAFETY INSPECTIONS

### A. REFERENCES:

1. [SPPM 2.78 Safety Precautions for Office Workers](#)
2. [SPPM 2.50 Self Inspection](#)
3. [EH&S Building Safety Inspection Checklist](#)
4. [WAC 296-155-020 Housekeeping](#)
5. [SPPM 2.52 Hazard Notification](#)

### B. APPENDICES:

- a. Appendix A – CAHNRS Lab Safety Inspection Checklist

### C. SCOPE:

1. Workplace safety self-inspections are important to identify and control workplace hazards and to ensure compliance with University policies and regulatory requirements. University policy regarding the performance of safety self-inspections are provided in Safety Policy and Procedures Manual [SPPM 2.50 Self Inspection](#).

### D. REQUIREMENTS:

Unit managers must ensure building safety inspections are performed annually, at a minimum. However, high-hazard areas (e.g. chemical storage sites) should be inspected more frequently or when new construction, renovation, or significant process changes occur. The following are C A H N R S safety and housekeeping inspection schedules:

1. Office areas are inspected annually;
2. Workshops and agricultural shops are to be inspected quarterly or more frequently, as needed;
3. Chemical storage areas are inspected bi-annually, dangerous waste storage areas are inspected weekly, per RCRA requirements.

Unit managers must ensure safety inspections are documented and documentation is available for review by department and college personnel.

**E. BUILDING INSPECTION PROCEDURES:**

Building safety inspections are intended to evaluate potential workplace safety and health hazards referencing the policy requirements outlined in the university safety policy and procedures manual (SPPM).

1. Inspections of work areas must be completed by a different unit (e.g. Crop and Soil Sciences inspects Plant Pathology's work areas).
2. The inspection must be conducted by the safety committee member or appointee for each unit. It is recommended the Director or unit manager periodically attend the inspection.
3. The inspection must be documented using the Building Safety Inspection Checklist (Appendix A) and submitted to all unit managers.
4. The unit managers shall review and acknowledge the information submitted on the *Building Safety Inspection Checklist*. Any deficiencies must be communicated to the responsible supervisor(s) and affected employees. Unit managers must work with supervisors and employees to fix deficiencies and recommended corrective actions.
5. Supervisors are required to take immediate remedial action to correct any safety deficiencies found during the inspection as identified on the report.
6. The CAHNRS Department Director is responsible to arrange funding of feasible corrective actions that may require modifications to facilities, new furniture or equipment.
7. The department/unit Safety Committee must review the *Building Safety Inspection Checklist* at the first meeting following the completion of the inspections. All deficiencies shall be reviewed by the Safety Committee to ensure corrective action has been satisfactorily completed or if further recommendations or follow-up is necessary.

CAHNRS is committed to identifying and promptly controlling hazardous conditions and practices that are likely to result in injury or occupational illness to employees or occupants. All employees must cooperate with the inspection process and recommended corrective actions.

1. **GENERAL WORKPLACE HAZARDS:** To support the work of their employees and control hazardous working situations, supervisors are required to monitor for and encourage reporting of ([SPPM 2.52 Hazard Notification](#)) workplace hazards relating to routine tasks performed by their employees.

Employees observing a potential safety and health concern are to contact their supervisor. The supervisor should take immediate action to correct the concern. Building maintenance issues should be reported to the Operations unit and Facilities Operations at 335-9000.

## CAHNRS LABORATORY SAFETY INSPECTION CHECKLIST

Laboratory Information	
Department	
Building	
Room(s)	
Principal Investigator (PI)	
PI Phone number	
PI email address	
Lab Safety Contact	
Lab safety Phone number	
Lab Safety email	
Lab Phone number	

<input type="checkbox"/>	<b>Radiation</b>	<input type="checkbox"/>	<b>BSL 2 or above</b>	<input type="checkbox"/>	<b>Lasers</b>	<input type="checkbox"/>	<b>Animals</b>
--------------------------	------------------	--------------------------	-----------------------	--------------------------	---------------	--------------------------	----------------

Chemical Types Present			
<input type="checkbox"/>	Particularly Hazardous Substances (carcinogens, acute toxins, reproductive toxins)	<input type="checkbox"/>	Flammables
<input type="checkbox"/>	Regulated Carcinogens	<input type="checkbox"/>	Explosives
<input type="checkbox"/>	Pyrophorics	<input type="checkbox"/>	Corrosives
<input type="checkbox"/>	Peroxide formers	<input type="checkbox"/>	Water reactives

Inspection Information	
Date	
Inspector	
Inspector email	
Inspector phone number	
Accompanied by	

Hazard Communication				
Acceptable	Not Acceptable	Critical	Item	Comments
			Laboratory Signage present and updated	
			Laboratory Specific Chemical Hygiene Plan (CHP) completed and updated annually	
			Laboratory Safety Manual and CHP available to all employees	
			Current Chemical Inventory accessible	

			MSDS information is accessible and available to employees	
			Containers are labeled	
			Chemical storage cabinets labeled	
			Standard Operating Procedures (SOP's) are present for Particularly Hazardous Substances	
			PPE assessments have been conducted, personnel trained and all items documented	
			Initial Safety Training documented	
			Hazardous Waste Handler training documented	
			Employee is entered into WSU Respirator Program (if applicable)	
			IACUC training provided (if applicable)	
			Chemical storage cabinets labeled (i.e. corrosive, flammable, etc.)	
			Specialty hoods labeled appropriately (perchloric, biosafety, etc.)	
			Additional signage present if required (radiation, BSL, Laser)	

General Safety				
Acceptable	Not Acceptable	Critical	Item	Comments
			Corridors, aisles, exits not blocked (24" minimum width)	
			Laboratory doors kept closed	
			Approved emergency wash facilities (shower and/or eyewash) accessible within 10 seconds	
			Emergency eyewash flushed weekly	
			Emergency shower inspected within last year	
			Emergency Wash Facilities are unobstructed and clear of tripping hazards	

			First aid kit present and stocked	
			Chemical spill kit available and personnel trained	
			Refrigerators/Freezers labeled appropriately	
			Gas Cylinders upright and chained/belted to stable structure	
			Gas Cylinders have safety caps in place when not in use.	
			Engineering controls functional: fume hoods, clean benches, etc.	
			Housekeeping: no floor storage, chemicals stored when not in use, lab benches clear when not in use, paper clean and in good repair	
			Lab is free of food, drink, cosmetics	
			Correct tubing used on burners	
			Approved Sharps disposal containers no more than $\frac{3}{4}$ full, no recapped needles	
			Approved Glass waste containers present	
			Fire extinguishers present and inspected	
			Fire extinguishers not blocked	

### Fume Hoods

Acceptable	Not Acceptable	Critical	Item	Comments
			Audible/visual flow alarm functional	
			Minimal clutter in hood (equipment, chemicals)	
			Fume hood not used for storage	
			Sash marking present at 18"	
			Certification up to date (note fume hood number and date in comments)	
			Visual smoke test performed yes/no	

### Biosafety Cabinets

Acceptable	Not Acceptable	Critical	Item	Comments
------------	----------------	----------	------	----------

			Certified within one year	
--	--	--	---------------------------	--

Chemical Waste				
Acceptable	Not Acceptable	Critical	Item	Comments
			Safety cans available and labeled for disposal of solvents	
			Containers available and labeled for disposal of hazardous waste	
			Waste containers in good condition and kept and closed	
			No funnels present in chemical waste containers	
			Hazardous waste in secondary containment	
			Chemical waste disposed of when $\frac{3}{4}$ full	
			Hazardous waste materials not found in regular trash	

Mechanical Electrical Safety				
Acceptable	Not Acceptable	Critical	Item	Comments
			Moveable parts guarded as appropriate	
			Electrical panel accessible	
			No posting on electrical panel	
			Plugs, cords, and outlets in good condition	
			Outlets not overloaded (no daisy chained power strips)	
			Extension cords only present for immediate use and do not pose a trip hazard (i.e. taped down, covered)	
			No power cords under doors, carpets or through ceilings	

Chemical Storage and Compatibility				
Acceptable	Not Acceptable	Critical	Item	Comments
			Less than 10 gallons of flammables located outside of flammable cabinets	

			Maximum of 60 gallons of flammable liquids per flammable storage cabinet, maximum of 3 flammable cabinets per lab/fire area.	
			Flammable storage refrigerator/freezer labeled	
			Minimal acids stored outside corrosive cabinet	
			Strong acids and bases stored in secondary containment	
			Incompatibles segregated	
			Chemical containers in good condition	
			Chemical storage cabinets clearly labeled (corrosive, flammable, etc.)	
Acceptable	Not Acceptable	Critical	Item	Comments
			Combustible materials not stored with flammables	
			Secondary containers correctly labeled (chemical identifier, hazards, etc.)	
			Primary container labels in good condition	
			Ethers and other peroxide formers dated	
			Water reactives segregated, contained and labeled	
			Carcinogens segregated and stored in designated areas	
			Pyrophorics segregated, contained and labeled	

Laser				
Acceptable	Not Acceptable	Critical	Item	Comments
			Laser Safety Program (LSP) available and completed for class 3B, 4 lasers	
			Correct signage present	
			Education and training conducted and	

			documented as outlined in LSP	
			PPE has been evaluated, hazard assessment completed, training completed and documented	
			PPE is readily available and appropriate for the laser	
			Area is appropriately posted	
			Standard Operating Procedures have been developed	
			Laser labels are intact	
Acceptable	Not Acceptable	Critical	Item	Comments
			Key control or authorized user access in place as outlined in LSP	
			Activation warning system present and operational	
			Indoor laser control area designated, posted and labeled	
			Barriers/Screens (if present) are noncombustible	
			Windows and other reflective surfaces covered or shielded from beam	
			Physical evidence of stray beams present	
			Beam stops present	
			If beam crosses a walkway then posted barriers are present when laser is in operation	
			No exposed wiring or circuits	
			Grounding straps and devices are in good condition	
			Are laser dyes or other potential hazards present	