University Health and Safety Audit Checklist

Building: University of Tampa Date:

Room(s): Science, Art & Facility Operations Principal Investigator:

	Y	N	NA	COMMENTS
A. General Work Environment				
1. Work areas illuminated				
2. Storage of combustible materials minimized				
3. Aisles and passageways kept clear (36 inches)				
4. Wet surfaces covered with non-slip material				
5. Heavy items stored on lower shelves				
6. Means available to reach items stored above shoulder level				
7. An 18 inch ceiling clearance is maintained in sprinkled buildings and 24 inches on non-sprinkled buildings				
8. General warning, danger or other warning sign in place for areas with chemical storage or use				
EXITS				
9. Illuminated exit signs working				
10. Directions to exits, when not immediately apparent, marked with visible signs				
11. Doors, passageways, or stairways that are neither exits nor access to exits are appropriately marked "Not an Exit" or otherwise identifying as such				
12. Paths free from obstruction				
13. Alternate exits available				
14. Fire doors not locked, blocked or wedged open				
B. Emergency Planning				

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	Y	N	NA	COMMENTS
FACILITIES				
1. Fire extinguishers mounted near doorway and clearly indicated without obstruction				
2. Fire extinguisher fully charged and tamper indicator in place				
3. Fire extinguisher training performed				
4. Eyewash and safety showers available in close proximity (<25 feet) and unobstructed				
5. First aid kits readily accessible to each work area, with necessary supplies, periodic inspection and replenishment				
INSPECTIONS				
6. Fire alarm certified at least annually as required				
7. Fire extinguisher annually certified and noted on the inspection tag				
8. Eyewash and safety shower inspected monthly				
SPILL CONTROL PROCEDURES				
9. Spill control plan completed				
10. Spill control materials available and adequate to cover anticipated spills				
C. Required Information/Postings				
INFORMATION				
1. Written Emergency Action Plan				
2. Material Safety Data Sheets readily accessible				

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	Y	N	NA	COMMENTS
3. Written Chemical Hygiene Plan available				
4. Written Respiratory Protection Program				
5. Documentation of PPE Hazard Assessment and training				
6. Signs posted, where appropriate, concerning room capacities, biohazards, exposure to x-ray, microwave, or other harmful radiation and/or substances				
POSTINGS				
7. Emergency Information Posters identifying building evacuation routes accurate and current				
8. List of hazardous substances used at this location				
9. Telephones posted with emergency contact number and additional dialing information as necessary				
10. Ice making machines posted Not for Human Consumption				
D. Personal Protective Equipment				
1. Eye and face protection available where needed				
a. Goggles and face shields for corrosives				
b. Industrial safety glasses for flying particles				
2. Areas requiring the use of eye protection posted				
3. Open toe shoes prohibited in areas where corrosives are used				
4. Protective gloves, aprons, shields or other means of protection provided against corrosive liquids and chemicals				

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	Y	N	NA	COMMENTS
5. Protective measures exist for potential light or radiation hazards from furnaces and high intensity light.				
6. Respirator use: a. Appropriate respirator/appropriate cartridge used				
b. User enrolled in respiratory protection program				
7. Hearing Protection: a. Hearing Conservation Program				
E. Electrical Hazards				
1. Flexible cords in good condition and free of splices				
2. Cover plate in place for outlets and switches				
3. Circuit breaker panels unobstructed				
4. Machine/instrument access panels in place				
5. No exposed electrical conductors (50 volts or more)				
6. Multi-plug adapters have overload protection				
7. No extension cords used				
8. Ground fault circuit interrupters (GFCI) used for wet/exterior use				
9. Disconnecting switches and circuit breakers are labeled to indicate their use or equipment served				
F. Chemical Storage				
FACILITIES				
1. Shelving adequate for loads imposed				

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	Y	N	NA	COMMENTS
2. Refrigeration units for chemical storage labeled *No Food*				
3. Refrigeration units for food labeled *Food Only*				
4. Chemical storage cabinets properly labeled				
5. Flammable cabinets properly grounded to prevent static charge buildup				
6. Ventilated gas cabinets used for highly toxic gases				
7. Ensure biohazard signs are posted at the entrance to all labs using or storing biohazards				
CONTAINERS				
8. Containers clearly labeled with chemical name(s)				
9. Containers kept closed except during transfers				
10. Storage strictly limited in actively used fume hoods				
11. Containers compatible with the chemical and in good condition				
PROCEDURES				
12. Chemicals segregated to avoid incompatibilities				
13. Large/heavy containers stored on lower shelves				
14. Corrosives not stored above eye level				
15. Storage quantities minimized				
16. Secondary containers used during transport of more than one pint of chemicals				
17. Materials with shelf lives dated and disposed of per supplier's recommendations				

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	Y	N	NA	COMMENTS
G. Flammable Liquids				
1. Used in fume hood or well-ventilated area				
2. Stored in flammable liquid storage cabinet for more than 10 gallons per room				
3. Refrigeration units approved for flammables storage				
4. Flammables separated from strong oxidizers				
5. Class ABC fire extinguisher available				
6. Flammable liquids not stored near hot plates or other ignition sources				
H. Corrosives				
1. Segregated from non-corrosives				
2. Stored on plastic trays in corrosives cabinet				
I. Reactives (Solids and Liquids)				
1. Dated and stored in original containers for < 2 years				
2. Segregated from other chemical storage area				
J. Acutely Toxic, Reproductive Hazard or Carcinogen				
1. Chemicals stored and handled in designated area appropriately segregated				
K. Radioactive				
1. Inventory of Radioactive materials available				

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	Y	N	NA	COMMENTS
2. Shielding used while working with radioactive materials				
3. Waste containers properly labeled with isotope and activity				
4. Waste disposal appropriately labeled and stored				
L. Compressed Gases				
1. Used in well ventilated area				
2. Toxic, flammable, corrosive gases used in fume hood				
3. Storage quantities minimized and separated based on content (e.g. oxygen and propane)				
4. Secured from tipping in use				
5. Regulators compatible with gas cylinder				
6. Cylinder carts used for transport				
7. Protective valve caps in place				
8. Empty or unused gas cylinders promptly returned to supplier				
M. Cryogenics				
1. Personal protective equipment used to avoid skin contact				
2. Used/dispensed with good ventilation				
3. Containers vented or pressure relief devices provided				
N. Waste Disposal				
1. Containers kept sealed except during transfer				
2. Constituents of the waste described on the container label				

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	Y	N	NA	COMMENTS
3. Separate disposal containers available for broken glass				
4. Bloodborne pathogens controlled by a sharps container that is puncture resistant, properly labeled, and leak-proof (for reusable syringes, disposable syringes, razors, etc.)				
5. Containers compatible with waste				
6. Are containers that held an acutely hazardous waste properly disposed				
O. Hazardous Waste Disposal				
1. Ensure the facility has a system to determine the generation rate and quantity of hazardous waste accumulated on-site and uses this data to ascertain generator status				
2. Determine, if required (SQG or LQG), that the facility has an EPA identification number				
3. All Hazardous Waste Streams Identified				
4. Are containers Properly Labeled and Dated				
5. Waste Disposal sent to facilities permitted to accept the waste.				
6. Verify Waste Treatment Onsite or disposed onsite (e.g. neutralized and/or discharged down the drain) is done so in accordance with all applicable regulations				
7. Non-Regulated, Recyclable and Hazardous Waste Records Available for Past 3 Years				
P. Satellite Accumulation Area [SAA]				
1. Is SAA at or near point of generation				

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	Y	N	NA	COMMENTS
2. Are amounts of hazardous waste within the accumulation limits of 55 gallons or one quart of acutely hazardous waste				
Q. Ventilation				
1. Each chemical Fume Hood or Biological Safety Cabinet has been surveyed within last 12 months				
2. Fume hood vents (baffles) unobstructed				
3. Fume hoods used with sash in appropriate position				
4. Chemical storage strictly limited in actively used hoods				
5. Other local exhaust devices (e.g. gas cabinets, elephant trunks) surveyed				
6. Laminar Flow Cabinets posted				
7. Good general room ventilation for occupants and activities				
R. Darkroom				
1. Is spent fixer sent through a silver recovery system				
2. If a silver recovery unit is used are records kept for maintenance on silver recovery unit				
S. Used Oil				
1. Are Containers of used oil properly identified as USED OIL				
2. Is oil free of contaminants such as PCBs, or spent solvents				
3. If oil is contaminated, is the container labeled with a Hazardous Waste Label				
4. Is the container securely closed				

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	Y	N	NA	COMMENTS
5. Is the container in good condition				
6. Are used oil filters properly drained and managed for disposal				
T. Universal Waste				
1. Are lamps (fluorescent, mercury vapor, sodium, neon and metal halide), rechargeable batteries, and mercury containing thermostats collected for proper disposal				
2. Are Universal Wastes properly labeled with a Universal Waste Label				
3. Are waste containers in good condition and properly dated and stored for less than one year				
U. Hazardous Waste Central Storage Area				
1. Verify Waste is stored ≤ 90 days for LQGs and ≤ 180 days for SQGs, or 270 days if transported more than 200 miles				
2. Ensure incompatible wastes and/or materials are separated or protected by physical means (e.g. wall or cabinet)				
3. Determine if internal communications equipment is available (e.g. telephone)				
4. Ensure floor drains are covered to prevent a spill from entering				
5. Verify containers are inspected for leakage and/or corrosion at least weekly and inspections are recorded				
6. Ensure the storage area provides secondary containment				
7. Ensure personal safety equipment is available and useable				

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8. Determine if ignitable and reactive wastes are handled and stored in a manner to prevent fires and/or explosives				
9. Ensure shelving supporting hazardous wastes is in good condition and sturdy enough				
V. Training/Awareness				
TRAINING				
1. Employees have attended Laboratory Standard Training per the Chemical Hygiene Plan and/or Biosafety Program				
2. Employees have attended Emergency Action Plan Training				
3. Employees have attended a laboratory orientation				
4. Are Specific Employees Hazardous Waste Trained to manage waste at the facility (e.g. tracking, accumulation, disposal, minimization and recordkeeping)				
5. Safety awareness training (students and departmental) is documented				
W. Above Ground Storage Tank Program				
1. Confirm ASTs are regulated by 40 CFR 280 and not exempt				
2. Verify whether all regulated ASTs and associated piping meet technical standards for overfill/spill protection, corrosion protection devices, and leak detection				
3. Confirm notification forms were filed for all ASTs				
4. Document that all required records are maintained to demonstrate compliance with AST regulations (e.g. leak detection, corrosion protection, etc.)				

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