

California State University San Marcos Safety, Health & Sustainability LABORATORY SELF-INSPECTION CHECKLIST

Location(s) Inspection Date

Reviewed by PI, Manager, Director, Chair, or Dean

Performed by

Y, N, n/a

A. Chemical Storage 1 All containers are labeled with contents and hazards 2 Containers are in good condition; no signs of leaks or damage 3 Incompatible materials are separated 4 Storage cabinets (flammable/corrosive) are in good condition 5 New chems were RFID-tagged and added in RSS upon receipt 6 Empty/used chems were removed from inventory in RSS B. Hazardous Waste 1 Chem. waste containers have a waste label properly filled out 2 Chem. waste containers have a waste label properly filled out 3 Incompatible chemical waste is separated 4 Biohaz. red bags and sharps containers have generator labels 5 Biohaz. waste bins have biohazard symbols on them 6 Biohaz. bins are closed, good condition, & nothing protruding 7 Non-empty red bags not in active use are removed w/in 7 days 8 Pathological waste is tied off with black tape around the knot 9 Non-infectious solid wastes go in clear bags (Emerald Energy) E. Freezers, Fridges, and Food 1 Microwaves have signs saying "Not for Food Use" 2 Ice machines have signs saying "Not for Food Use" 3 Freezers/Fridges, and Food 1 Microwaves have signs saying "Not for Food Use" 3 Freezers/Fridges, and Food 1 Microwaves have signs saying "Not for Food Use" 3 Freezers/Fridges, and Food 1 Microwaves have signs saying "Not for Food Use" 3 Freezers/Fridges, and Food 1 Microwaves have signs saying "Not for Food Use" 3 Freezers/Fridges, and Food 4 Outside food and beverages are not present in the lab F. Fume Hoods/BSCs have been tested & certified within 1 year 2 Hoods are in good condition and sash is closed if not in use 3 Contents not in use have been removed from the hood 4 Vents and air flow are unobstructed by contents in the hood 5 Cylinders are clearly marked with the name of the contents 6 Biohaz. bins are closed, good condition, & nothing protruding 7 Non-empty red bags not in active use are removed w/in 7 days 8 Pathological waste is tied off with black tape around the knot 9 Non-infectious solid wastes go in clear bags (Emerald Energy) C. Electrical, Machinery, and Equip			
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	1 All electrical outlets have cover plates		
2 Electrical panels are covered/closed and have 36" clearance H. Training & Personal Protective Equipment (PPE)	2 Electrical panels are covered/closed and have 36" clearance		
3 Power cords are in good condition; not damaged or frayed 1 All people working in the lab have received safety training	3 Power cords are in good condition; not damaged or frayed	1 All people working in the	lab have received safety training
4 Power cords do not go under doors or create a tripping hazard 2 SOPs for work with hazardous materials are available	4 Power cords do not go under doors or create a tripping hazard	2 SOPs for work with hazar	dous materials are available
5 Extension cords and power strips are not "daisy-chained" 3 Minimum PPE is worn by all lab workers/visitors at all times	5 Extension cords and power strips are not "daisy-chained"	3 Minimum PPE is worn by	all lab workers/visitors at all times
6 Extension cords are only used temporarily (less than 24 hrs) 4 PPE required for specific hazards/tasks are posted and worn	6 Extension cords are only used temporarily (less than 24 hrs)	+	·
7 Portable power/hand tools are in good condition 5 RSS Assessment is acknowledged by all lab staff & not expired	7 Portable power/hand tools are in good condition	5 RSS Assessment is ackno	wledged by all lab staff & not expired
8 Machines with moving parts are properly guarded	8 Machines with moving parts are properly guarded		
9 Machines with motors are labeled "May start at any time" I. General Safety, Housekeeping & Other	9 Machines with motors are labeled "May start at any time"	I. General Safety, House	sekeeping & Other
1 There are no unresolved/overdue findings in RSS Inspect		1 There are no unresolved	overdue findings in RSS Inspect
D. Emergency, Fire, and Seismic Y, N, n/a 2 Lab is free of clutter, debris, and/or tripping hazards	D. Emergency, Fire, and Seismic	Y, N, n/a 2 Lab is free of clutter, deb	ris, and/or tripping hazards
1 First-Aid and Spill Kit supplies are available and fully stocked 3	1 First-Aid and Spill Kit supplies are available and fully stocked	3	
2 Safety shower/eye-wash & fire extinguishers are unobstructed 4	2 Safety shower/eye-wash & fire extinguishers are unobstructed	4	
3 Aisles have 24" clearance and egress routes are unobstructed 5	3 Aisles have 24" clearance and egress routes are unobstructed	5	
4 Materials are stored below 18" of the ceiling 6	4 Materials are stored below 18" of the ceiling	6	
5 Furniture/materials at risk of falling are anchored/braced 7	5 Furniture/materials at risk of falling are anchored/braced	7	
6 Walls and ceiling are free of unnecessary punctures or holes 8	6 Walls and ceiling are free of unnecessary punctures or holes	8	