

No.	Inspection Item	Sat	N/A	NI	Finding	Corrective Action	Date corrected
GENERAL FOR OFFICE AREAS & LABS							
G1	Workstations are ergonomic and properly adjusted						
G2	Required clearances maintained: 28" to egress, duck & cover, 18 inch clearance below fire sprinkler heads, 36" (120V) OR 42" (480V) in front of electrical panels						
G3	Doorways, corridors & stairs free of obstruction and stairway doors are kept closed						
G4	Signage and postings are current: Exit signs clearly visible & emergency evacuation routes posted; ESD "Health & Safety at a glance" by every desk; red emergency flip charts in common areas						
G5	Floor is free of slip, trip & fall hazards						
G6	Housekeeping is orderly , no danger of falling items & no combustible loading						
G7	Seismic anchoring (e.g., equipment/printers, refrigerators, bookshelves & filing cabinets > 3 ft high)						
G8	Restraints are present (e.g., lips, bungee cords or chains) on shelves and items are restrained (e.g. papers/books not stacked in way they can fall and obstruct egress)						
G9	Electrical: No cords or plugs in disrepair; proper use of extension cords & power strips (no daisy chains, heaters are plugged directly into wall; no single load should exceed 600 watts or 5 amperes, and total load shall not exceed 1440 watts or 12 amperes)						
G10	Ground Fault Circuit Interruptors w/in 6 feet of water sources						
G11	Identify areas for resource conservation and waste minimization						

ADDITIONAL FOR LABORATORY SPACE

L1	Lab safety primer available and current						
L2	Personal protective equipment available & appropriately used (lab coats, safety glasses, goggles, respirators, face shield & gloves for chemicals, dishwashing, etc.)						
L3	Re-evaluate work for new hazards - are there new procedures, personnel or equip? Is HEAR* database current? Has equipment or apparatus been modified or adapted in any way that may not be in compliance or safe?						
L4	Emergency eyewashes & safety showers: access not blocked; inspection record present and current (every three months)						
L5	Proper use & labeling of refrigerators (Note: flamm storage requires rated units); Food/drink stored and consumed away from areas where chemicals are used.						
L6	Fume hoods: uncluttered, spills cleaned up, slots unobstructed & inspection record present & current (every two years)						
L7	Gas cylinders: Proper restraint (2 point securing); capped when not in use; appropriate pressure relief valves; flammables (e.g. hydrogen) separated from oxidizers; inventory w/ barcodes posted & current						
L8	Chemical storage: barcodes on purchased chemicals, chemical database is current**, corrosive & flammable cabinet, separation of incompatible hazardous materials, secondary containment for liquids, containers labeled w/ chemical name and hazard(s)						
L9	Presence of spill kits that are appropriate to the chemical hazards						
L10	SAs: area & guidelines posted, contact info current & guidelines followed.						
L11	Sinks clear and counters wiped down (no debris)						
L12	No broken, chipped or cracked glass in use; Sharps & broken glass containers used and not over-filled (biohazard label defaced for non-biohazardous sharps)						
L13	Postings current: laboratory entrances with hazards & contact information & LLPI						
L14	Inspection log reflects monthly LLPI and semi-annual DH walkthroughs						
SAT=satisfactory; NI=needs improvement; N/A=not applicable							

* HEAR - Hazards Equipment, Authorizations, Reviews Database:
<https://ehswprod.lbl.gov/hear/Login.asp>

** Chemical Management System: <https://cms.lbl.gov/jsp/login.jsp>