

# Reclamation Manual

## Directives and Standards

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### Sample Inspection Checklist

#### 1. Administrative Area Inspection Criteria.

##### A. Housekeeping.

- (1) Materials are not stored on top of the flipper door units. Materials are neatly organized and stored on shelves underneath work areas and away from electrical outlets, power strips, portable heaters, or other devices that are energized. Materials and equipment are not stored in exit stairwells.
- (2) Power and computer cords are secured and do not present a tripping hazard.
- (3) Debris and excess materials are not stored in the work place cubicle or outside in the exit passage way.
- (4) Excess computer and system furniture are not stored in the cubicle.
- (5) Plants are stored on a plant shelf or stable open book shelf. Plants are not stored on top of flipper door units, meridian files, any outside wall ventilation surface, or within 3 feet of electrical equipment or components.
- (6) Plants are in containers that are not susceptible to growing mold, do not promote insect life; and will not leak/drip on furniture, filing cabinets, vents, or shelving.
- (7) Portable fans are stored on a fan stand when elevated (not on flipper door units or other unstable locations).
- (8) Books and other materials are stable and organized when stored on book shelves or horizontal working surfaces.

##### B. Emergency Egress.

- (1) Exit passage ways from employee cubicles are not restricted or blocked with debris and other materials. Cubicle entrances are maintained at 33 inches and aisle ways will be 44 inches.
- (2) Emergency exit signs are illuminated.

## Reclamation Manual

### Directives and Standards

---

- (3) Emergency exit signs can be seen from two directions, directs occupants to an emergency exit location.
- (4) Employees are trained on the Occupant Emergency Plan (OEP).
- (5) Exit maps and plans are posted in a highly visible area, and are large enough to be easily read.
- (6) Occupied work areas are equipped with audio and video alarms.
- (7) Emergency lighting is present in each occupied work area, along the common paths of travel, and at the discharge to the exit.

#### C. **Fire Safety.**

- (1) Small appliances (e.g., coffee pots, individual cup warmers, etc.) are plugged directly into outlets. All coffee pots, microwave ovens, and cup warmers are located in the break areas. There will be no cup warmers at desks.
- (2) Small appliances are placed atop a non-combustible surface when in use.
- (3) Asbestos-containing materials are clearly labeled and not used as a non-combustible surface.
- (4) Extension cords are not employed for everyday use. Computers are either plugged directly into outlets, or to power strips equipped with a circuit breaker.
- (5) Portable heaters have automatic shut-off (with tip-over protection). Old heaters must be replaced with new approved ones.
- (6) There is a minimum distance of 18 inches from charged sprinkler line heads to combustible surfaces.
- (7) Power strips, extension cords, and other portable electrical devices are in good repair and not damaged.
- (8) Combustible materials are not stacked/piled on top of electrical cords or heat producing equipment such as computers, printers, water heaters, furnaces, and lights.

# Reclamation Manual

## Directives and Standards

---

- (9) Portable electrical appliances are approved (UL and FM listed).
- (10) Fire extinguishers are properly mounted and placarded, and those expected to operate extinguisher are trained annually.
- (11) Fire extinguishers are inspected monthly and the inspection is annotated on an inspection tag or inspection log (note: fire extinguishers must be serviced annually by a fire extinguisher service company).
- (12) Personnel serving as floor monitors are up-to-date on OEP training, use of evacuation chairs, and fire evacuation routes.

**D. Automatic External Defibrillators (AED)/First Aid Kits.** AEDs and first aid kits are placarded and properly stocked with supplies.

**E. General Safety.**

- (1) Office furnishings are in good repair and do not pose a tripping hazard (e.g., carpet in good repair).
- (2) Cords and other materials stretched across the floor are properly covered to prevent damage or tripping hazards.
- (3) Employees are aware of the Collateral Duty Safety Representative (i.e., CDSR) for their group or floor.
- (4) Emergency telephone number stickers are attached to employee telephones, or are posted in a visible location within the employee's workspace.
- (5) Employees renting cars for government travel or using government vehicles are current on defensive driving training.

**2. Laboratory Area Inspection Criteria.**

**A. Chemicals.**

- (1) Chemicals used and stored in the lab are stored according to hazard class and type. All acids are stored together, all bases stored together, all oxidizers stored together, etc.
- (2) Chemicals are correctly labeled, identifying contents.

## Reclamation Manual

### Directives and Standards

---

- (3) Materials Safety Data Sheets (i.e., MSDS) are available, readily accessible to employees, and in close proximity to the chemicals.
- (4) Flammable chemicals are stored in a fire-resistant storage cabinet. Combustible chemicals are stored appropriately, usually in a flammable materials storage cabinet or in a separate combustible materials storage cabinet.
- (5) Tops of storage cabinets (e.g., flammable materials, combustible materials, chemical, etc.) are kept clear of any debris or excess material.
- (6) Storage cabinets are marked with the correct National Fire Protection Association diamond placard.
- (7) Only daily use quantities of a chemical are outside of a storage cabinet or hood.
- (8) Written Chemical Hygiene Plan which includes chemical Job Hazard Analysis (procedures) is briefed and followed. For example, mixing or transferring low vapor pressure chemicals is done inside a lab hood to prevent vapor/gas from escaping into the general lab area.
- (9) A Chemical Hygiene Officer is designated in writing and responsible for overall laboratory safety program.
- (10) All laboratory personnel are trained to the Chemical Hygiene Plan.
- (11) Primary and, where applicable, secondary containment is structurally sound (no leaks to the outside environment) and applicable to the chemical stored (plastic containers for acids).
- (12) Laboratory hood sash heights are in the correct position, an annual inspection is performed, and inspection sticker with face velocity noted is on the hood.
- (13) Appropriate spill kits are available in the workplace, and employees have been properly trained on their use.
- (14) Excess chemical product is removed and properly disposed.
- (15) Do not store combustible materials or cleaning chemicals in furnace or water heater rooms.

## Reclamation Manual

### Directives and Standards

---

#### B. Cylinders.

- (1) Cylinder content must be clearly identified and labeled.
- (2) Cylinder must be secured at all times, stored upright, and protected from damage.
- (3) Cylinder is equipped with the correct regulator, and no grease, oil, or solvent was used to connect the regulator to the cylinder.
- (4) If cylinder is not in use and regulator is not attached, protection cap is in place and hand tight.
- (5) Oxygen cylinders are separated from flammable gas cylinders by at least 20 feet or a 30 minute firewall. The exception is acetylene or other flammable welding carts which contain both a flammable cylinder and an oxygen cylinder.
- (6) Acetylene cylinders must be turned off after each use, and the regulator operating pressure must not exceed 15 psi.
- (7) Warning, Caution, Danger, and No Smoking signs applicable to the compressed gas cylinder are posted.
- (8) Ensure acetylene torches are fitted with backflow preventers or check valves.

#### C. Emergency Eye Wash Stations and Showers.

- (1) Emergency eye wash and showers are immediately available and maintained where corrosive materials are stored and used.
- (2) Emergency eye wash and showers are operated and inspected monthly and annotated on an inspection tag. Water temperature is tempered.
- (3) Emergency eye wash and shower locations are not obstructed or blocked.
- (4) Emergency eye wash and shower stations are properly identified and placarded. Bottles of eyewash do not meet the 15 minute Occupational Safety and Health Administration flushing requirement.

# Reclamation Manual

## Directives and Standards

---

### D. Personal Protective Equipment (PPE).

- (1) Safety glasses and other PPE must be made available to lab personnel, together with appropriate training on the use of PPE.
- (2) PPE is provided to visitors and other guests.
- (3) PPE must be inspected and defective/outdated PPE will be removed and discarded, as needed (e.g., gloves, safety goggles, etc.).

### E. Electrical Safety.

- (1) All electrical wire and wiring connections are in conduit or insulated and inaccessible through hard wall construction techniques.
- (2) All electrical panels are labeled and marked with “Danger” signs. Covers are in place.
- (3) All circuit breakers are labeled inside the panel.
- (4) Electrical panels are unobstructed with a minimum of 30 inches wide and 36 inches deep working space in front of the panel.
- (5) No debris or excess material sits on top of electrical panels or conduit.
- (6) Electrical connections around water supplies that can lead to a ground path are wired as a ground fault circuit interrupt (GFCI) circuit. The general rule of thumb is any electrical work within 6 feet of a water source must be GFCI.
- (7) A Lockout Tagout written program must be in place, briefed, followed, and PPE worn when accessing or modifying electrical panels/circuits.

### F. Workshops.

- (1) All machine and pulley guards are in place and operational.
- (2) Dead-man switches on equipment are operational.

## Reclamation Manual

### Directives and Standards

---

- (3) Electrical cords to powered hand tools are in good condition without fraying/exposed insulation/wiring, and have three prong or polarized plugs. Tools without a ground prong must be double-insulated.
- (4) Area must be evaluated for noise exposure and, where applicable, posted for high noise exposure and hearing protection must be available and worn.
- (5) Workspace organized and only the tools in use are in the work area.
- (6) Floors are not cluttered, clean of wood/metal shavings, oil/solvents/varnish spills cleaned up to prevent slip/trip/fall hazards.
- (7) Overhead fluorescent lights are protected with covers.
- (8) Platform storage areas have toe kicks, 42-inch tall railings with mid-rail, and are posted with load rating. Load ratings (performed by the manufacturer or a professional engineer) are not exceeded by stored materials.
- (9) Shelving storage racks are posted with load ratings and secured to prevent tipping. Load ratings are not exceeded by stored materials.
- (10) Materials stored on platform storage areas or metal shelving must be stacked/secured to prevent falling hazard to personnel walking below.
- (11) Powered freestanding equipment must be secured to prevent tipping (e.g., drill press bolted to the floor).