

Physics Division Walk-Around Checklist: Labs

Lab room for which this checklist was used: Bldg _____ Room _____ (Use 1 checklist for each lab room)

Name of the person filling out the checklist: _____ Date: _____

Sat Unsat N/A

*** Put checks in the appropriate boxes below to answer the questions.**

*** Record hazard violations ("Unsat") on the Hazard Violation Summary sheets.**

General Safety

- Is appropriate foot protection being used where there is risk of foot injuries?
- Are sharp cutting tools (razor blades, scalpels, knives, etc.) stored with the blade covered?
- Are hot surfaces identified, labeled, and protected?
- Does each chair or stool with wheels have a 5-legged base?

Emergency Preparedness

- Are entrances and work areas posted with the appropriate hazard warnings, emergency contact names, and telephone numbers? Are exit signs visible in the dark?
- Are up-to-date Emergency Response Guides posted; do workers know to call x7911 in emergencies?
- Are aisles, passageways, & exit doors unobstructed for > 28"? Is the area free of tripping hazards?
- Have all heavy objects that could fall during an earthquake been secured?
Can anything fall and cause injury or impede egress?
- Are fire extinguishers unobstructed, inspected < 12 months ago, charged, with tie & pin in place?
- Are eyewashes and safety showers unobstructed and inspected < 3 months ago?
- Are all ceiling tiles in place (for smoke/fire detectors to function properly)?

Electrical Safety

- Are interlock systems tested at least yearly?
- Are electrical panels clear with a 30" width and a 36" depth, and a free access path (28" width)?
- Are all electrical panels and individual breakers labeled and numbered?
- Do space heaters have a tip-over switch? Do space heaters, coffee pots, fans, etc have a 3-wire cord and plug, or are labeled double-insulated?
- Are all receptacles and outlets in good condition?
- Are Ground Fault Circuit Interrupters (GFCIs) located on electrical outlets within 6' of water sources?
- Are power and extension cords in good condition (ground prong, jackets in good condition, no frayed insulation or exposed wiring, no evidence of modification)?
- Are extension cords used properly (not draped over furniture or fire sprinkler lines; appropriate for the load; taped down or covered with a bridge in walkways; not run through walls, ceilings, windows, floors, under mats, or across doorways; not attached to additional extension cords)?

Electrical Safety (continued)

Sat	Unsat	N/A
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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are power strips in good condition? Are power strips being used properly (not daisy chained; no connected equipment over 600 Watts/5 amps, like heaters or cooking appliances)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are cable trays properly grounded & used correctly (not overfilled, electrical & water lines separated)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs, or plates? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all pieces of equipment and apparatus in good condition (not damaged, frayed, missing components, or otherwise compromised)? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all pieces of electrical apparatus on metal surfaces grounded to the metal surface? |

Chemical Safety

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are floors and work surfaces free of chemical residues? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all sinks labeled to prevent discharge of hazardous materials? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is chemical waste handled, contained, labeled and stored according to LBNL Waste Management requirements? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are chemical containers and gas cylinders in good condition (not leaking, rusted, dented, etc.), and are labeled with the name of the chemical contents and hazards? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Do workers know how to find and use Material Safety Data Sheets? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Has appropriate protective equipment (gloves, respirators, eyewear, shoes, etc.) been selected, made readily available, stored properly, and kept in good condition? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is personal protective equipment (thermally-resistant gloves, lab coat, and eyewear with side shields and/or face shield) available for dispensing cryogenics like liquid nitrogen? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are procedures and materials (spill kits) accessible, and equipment (emergency eyewash and shower, portable extinguisher, etc.) in place to handle chemical spills and personnel contamination? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are areas where food/drink are stored and consumed clearly separated from areas where chemicals are stored or used? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are chemicals and gases stored properly? Examples are:
Acids separated from bases?
Corrosives (acids and bases) separated from flammables and toxics?
Acetic acid stored with flammables?
Flammable liquids >10 gallons (total) stored in flammables cabinet?
Flammables and gas cylinders protected from heat and sources of ignition?
Chemicals stored in approved containers, tightly closed and covered when not in use?
Containment pans under liquids?
Gas cylinders secured by metal bracket, top and bottom chains,
or on a cart secured to prevent rolling or tipping?
Regulators removed from gas cylinders not in use, and caps on cylinders?
Chemicals and gases stored away from stairs and exits?
Overhead storage shelves equipped with shelf lips or latched doors?
Hazardous liquids stored away from sinks and drains? |