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: _________________

* Put checks in the appropriate boxes below to answer the questions.
* Record hazard violations ("Unsat") on the Hazard Violation Summary sheets.

| 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? |

**General Safety**

- 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)?

**Emergency Preparedness**

- Are 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)

☐ ☐ ☐ 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)?

☐ ☐ ☐ Are cable trays properly grounded & used correctly (not overfilled, electrical & water lines separated)?

☐ ☐ ☐ Are all unused openings (including conduit knockouts) in electrical enclosures and fittings closed with appropriate covers, plugs, or plates?

☐ ☐ ☐ Are all pieces of equipment and apparatus in good condition (not damaged, frayed, missing components, or otherwise compromised)?

☐ ☐ ☐ Are all pieces of electrical apparatus on metal surfaces grounded to the metal surface?

Chemical Safety

☐ ☐ ☐ Are floors and work surfaces free of chemical residues?

☐ ☐ ☐ Are all sinks labeled to prevent discharge of hazardous materials?

☐ ☐ ☐ Is chemical waste handled, contained, labeled and stored according to LBNL Waste Management requirements?

☐ ☐ ☐ 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?

☐ ☐ ☐ Do workers know how to find and use Material Safety Data Sheets?

☐ ☐ ☐ Has appropriate protective equipment (gloves, respirators, eyewear, shoes, etc.) been selected, made readily available, stored properly, and kept in good condition?

☐ ☐ ☐ Is personal protective equipment (thermally-resistant gloves, lab coat, and eyewear with side shields and/or face shield) available for dispensing cryogens like liquid nitrogen?

☐ ☐ ☐ 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?

☐ ☐ ☐ Are areas where food/drink are stored and consumed clearly separated from areas where chemicals are stored or used?

☐ ☐ ☐ 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?

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