

# Directorate/Operations Checklist for Safety Walkaround

Date: \_\_\_\_\_  
 Employee: \_\_\_\_\_  
 Inspection conducted by: \_\_\_\_\_  
 Person responsible for corrective action: \_\_\_\_\_  
 Building: \_\_\_\_\_ Room: \_\_\_\_\_

Sat= Satisfactory, NI=Needs Improvement, NA= Not Applicable

## Supervisor Observation

| Inspection Item  | YES | SAT | NI | N/A |
|--|-----|-----|----|-----|
| <p>1. Does this employee have bookcases (&gt;3' high), shelves, racks, storage cabinets seismically braced?</p> <p>If bookcases, shelves or storage cabinets are not seismically braced, please contact the Facilities Work Request Center x: 6274 or at <a href="https://workrequest.lbl.gov/jsp/workreq_login.jsp">https://workrequest.lbl.gov/jsp/workreq_login.jsp</a></p>   |     |     |    |     |
| <p>2. Has this employee had their computer workstation evaluated and ergonomically configured to prevent repetitive stress injuries?</p> <p>To request an ergonomic evaluation for your employee go to <a href="https://ehswprod.lbl.gov/Ergo/Login.asp">https://ehswprod.lbl.gov/Ergo/Login.asp</a> use My Direct Reports to enter the employee(s) name.</p> <p>Use My Direct Reports to check on your employee's evaluation. Click Eval Form icon to view Employees Evaluation.</p> <p>The activity flags alert you when new Evaluations are in progress or when updates are entered by the Evaluator </p> |     |     |    |     |
| 3. Are the exit signs clearly visible and emergency evacuation routes posted?  |     |     |    |     |
| 4. Is there appropriate duck and cover space? If not, instruct employee to clean out area underneath workstation or desk.  |     |     |    |     |
| 5. Is the floor free of slip, trip and fall hazards?   |     |     |    |     |
| 6. Is housekeeping orderly and does not create any hazards?  |     |     |    |     |
| 7. Observe staff performing work. Are they working safely?   |     |     |    |     |
| <p>8. Does your employee have a JHA that is current and accurate? Are they working within the JHA?</p> <p>To access the Employee's JHA and Training Records go to <a href="https://ehswprod.lbl.gov/ehstraining/jha/login.aspx">https://ehswprod.lbl.gov/ehstraining/jha/login.aspx</a></p>  |     |     |    |     |

## Supervisor / Employee Interaction

| Inspection Item  | YES | SAT | NI | N/A |
|--|-----|-----|----|-----|
| <p>9. Do you have a current copy of your JHA available for discussion?</p> <p>To access your JHA and training records go to <a href="https://ehswprod.lbl.gov/ehstraining/jha/login.aspx">https://ehswprod.lbl.gov/ehstraining/jha/login.aspx</a></p>  |     |     |    |     |
| <p>10. Are you experiencing any discomfort when performing your job duties?</p> <p>If you are experiencing any discomfort discuss with your supervisor and request a "discomfort" evaluation go to <a href="https://ehswprod.lbl.gov/Ergo/Login.asp">https://ehswprod.lbl.gov/Ergo/Login.asp</a></p> |     |     |    |     |

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## Supervisor / Employee Interaction (cont.)

| Inspection Item  | YES | SAT | NI | N/A |
|--|-----|-----|----|-----|
| <p><b>11. Are there any hazards other than ergonomics that you're aware of in your area?</b><br/>If there are hazards in your work area notify <u>your supervisor</u> and or Division Safety Coordinator <a href="#">Betsy Reyes</a></p>   |     |     |    |     |
| <p><b>12. Do you have any unmet recommendations based on ergonomic evaluation including EHS0059 Remedy Interactive Ergo Self-assessment for Computer Users or the EHS0058 Refresher?</b><br/>To complete your EHS0059 Remedy Interactive Ergo Self assessment for computer users or EHS0058 refresher go to <a href="http://www.lbl.gov/ehs/training/webcourses/EHS0059/">http://www.lbl.gov/ehs/training/webcourses/EHS0059/</a></p>  |     |     |    |     |
| <p><b>13. Do you know how to access EH&amp;S experts for ergonomic advice and assistance?</b><br/>To access the EH&amp;S experts for ergonomic advice and assistance go <a href="http://www.lbl.gov/ehs/ergo/resources/">http://www.lbl.gov/ehs/ergo/resources/</a></p>  |     |     |    |     |
| <p><b>14. Do you know where to find safety &amp; ergonomic information on the 1 minute 4 safety slides, EH&amp;S website or A-Z under One Minute 4 Safety?</b><br/>To access Safety &amp; Ergonomic information on the 1 minute 4 safety slides go to <a href="http://www.lbl.gov/ehs/safety_minute/index.shtml">http://www.lbl.gov/ehs/safety_minute/index.shtml</a></p>  |     |     |    |     |
| <p><b>15. Do you know how to obtain eye-exams &amp; computer safety glasses from Health Services?</b><br/>To obtain Eye-exams and Computer Safety Glasses, contact Bryan Doherty, O.D. in Health Services at 486-7642</p>  |     |     |    |     |
| <p><b>16. Do you know if and where there are safety and warning signs (electrical, chemical, and radiation) in the area? Do you understand them? Do you know who is responsible for controlling the hazards?</b><br/>To access Safety and Warning signs go to <a href="http://www.lbl.gov/ehs/chsp/html/training_info.shtml#Labeling">http://www.lbl.gov/ehs/chsp/html/training_info.shtml#Labeling</a><br/>Click on <u>Hazard Icons</u> for a listing of hazard signs</p>   |     |     |    |     |
| <p><b>17. Do you know who the Division Safety Coordinator, EH&amp;S Division Liaison, Building Manager and Building Emergency Team members are, and how do you get in touch with them?</b><br/>To access the Division Safety Coordinator or EH&amp;S Division Liaison go to <a href="http://www.lbl.gov/ehs/html/div_liaisons.shtml">http://www.lbl.gov/ehs/html/div_liaisons.shtml</a><br/>Building Manager and Building Emergency Team members go to <a href="http://www.lbl.gov/ehs/ep/">http://www.lbl.gov/ehs/ep/</a></p> |     |     |    |     |
| <p><b>18. Do you know where the closest fire extinguishers, fire alarms, disaster trauma kit are located and the evacuation routes?</b></p>  |     |     |    |     |
| <p><b>19. Do you know where to assemble in the event a fire or earthquake?</b><br/>Contact your Building Manager or Emergency Team members: <a href="http://www.lbl.gov/ehs/ep/">http://www.lbl.gov/ehs/ep/</a></p>  |     |     |    |     |
| <p><b>20. Do you know what the emergency number and non-emergency number is?</b><br/>The emergency and non-emergency phone numbers are listed at <a href="http://www.lbl.gov/ehs/ep/docs_2/EmployeePocketGuide.pdf">http://www.lbl.gov/ehs/ep/docs_2/EmployeePocketGuide.pdf</a></p>   |     |     |    |     |

