

UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES
OCCUPATIONAL HEALTH & SAFETY
GENERAL(FULL) AUDIT CHECKLIST

Primary Investigator: _____ Assistant _____

Laboratory: _____ Department: _____ Date: _____

Slot: _____ Phone: _____ Inspected by: _____

PHYSICAL FACILITY

- | | | | |
|---|-----|----|-----|
| 5. Are biological safety cabinets certified annually? | YES | NO | N/A |
| 6. Are sinks operational? | YES | NO | N/A |
| 9. Are emergency showers and eyewashes accessible and unobstructed? | YES | NO | N/A |
| 12. Are appropriate warning signs and notices posted (radiation, chemicals, biohazard, in-case-of-emergency-contact)? | YES | NO | N/A |

WORK PRACTICES

- | | | | |
|---|-----|----|-----|
| 13. Is eating, drinking, smoking, and cosmetic application prohibited? | YES | NO | N/A |
| 14. Are foods and beverages not stored in the laboratory? | YES | NO | N/A |
| 18. Is personal apparel appropriate? | YES | NO | N/A |
| 24. Are appropriate protective devices (gloves, aprons, gowns, goggles, etc.) provided and properly used in all work areas in which chemicals, blood and body fluids are handled? | YES | NO | N/A |

PROCUREMENT, DISTRIBUTION, STORAGE

- | | | | |
|---|-----|----|-----|
| 31. Are hazardous substances properly segregated in a well identified area with adequate ventilation? | YES | NO | N/A |
| 32. Are all containers properly labeled? | YES | NO | N/A |
| 33. Is the integrity of chemical containers maintained (i.e. No leakage, cracked cap, etc)? | YES | NO | N/A |
| 35. Are flammable and combustible storage limits adhered to? | YES | NO | N/A |

Barton/EDII/Shorey Labs/Bio Med.: (Total capacity of flammable liquids: Up to 60 gallons may be stored in safety cabinets, up to 25 gallons may be stored in safety can, up to 10 gallons may be stored in glass bottles)

University BedTower/University Hospital/OPC/ACRC Labs/Jones Eye: (Total capacity of flammable liquids and combustible liquids: Up to 60 gallons may be stored in safety cabinets, up to 10 gallons may be stored outside of safety cabinets)

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|---|-----|----|-----|
| 36. Are flammable and combustible liquids not stored in conventional refrigerators? | YES | NO | N/A |
|---|-----|----|-----|

37. Is each lab refrigerator labeled to indicate whether or not it is acceptable for liquid flammable storage?	YES	NO	N/A
38. Are cylinders of all gases having Health Hazard Ratings of 3 or 4 and cylinders of gases having a Health Hazard Rating of 2 with no physiological warning properties kept in a continuously mechanically ventilated hood or other continuously ventilated enclosure?	YES	NO	N/A
39. Are all gas cylinders secured in place to prevent falling?	YES	NO	N/A

INFORMATION AND TRAINING

40. Is a UAMS Safety Manual available?	YES	NO	N/A
41. Is an MSDS readily available for each chemical/radioactive substance?	YES	NO	N/A
42. Do employees have ready access to MSDS Notebook?	YES	NO	N/A
43. Have Employees received appropriate information and training on the OSHA Hazard Communication Standard, Lab Safety Standard, Radiation Safety and Biohazard Safety?	YES	NO	N/A

FIRE SAFETY

45. Are ABC fire extinguishers available?	YES	NO	N/A
46. Are extinguishers properly mounted on wall or located near the exit door?	YES	NO	N/A
47. Are fire extinguishers inspected monthly?	YES	NO	N/A
48. Are fire extinguishers in good condition, fully charged and unobstructed?	YES	NO	N/A
49. Is each phone posted with the fire reporting number (686-5333)?	YES	NO	N/A
51. Are electrical cords, plugs, and receptacles in good condition?	YES	NO	N/A
52. Are all extension cords in use appropriate?	YES	NO	N/A
53. Are power strips used properly?	YES	NO	N/A
54. Are items stored at least three feet from electrical panels?	YES	NO	N/A
55. Is combustible storage:			
Orderly?	YES	NO	N/A
18 in. from sprinkler?	YES	NO	N/A
Separated from heat source?	YES	NO	N/A
56. Are rated floor, ceiling and wall penetrations sealed?	YES	NO	N/A

WASTE DISPOSAL

- | | | | |
|---|-----|----|-----|
| 57. Are infectious wastes, such as human blood or body fluids, blood collection tubes, specimens and bacteriologic wastes safely disposed of in containers or red bags (animal waste in orange bags)? | YES | NO | N/A |
| 58. Are all hazardous wastes which are ignitable, corrosive, reactive, toxic, or acutely hazardous disposed of safely in labeled containers? | YES | NO | N/A |
| 59. Are all waste sharps discarded in puncture-resistant containers that have been properly labeled to warn handlers of the potential hazard? | YES | NO | N/A |
| 60. Are correct disposal methods used when disposing of chemicals in the sanitary sewer? | YES | NO | N/A |

RADIATION SAFETY

- | | | | |
|--|-----|----|-----|
| 61. Are radioactive materials used in this lab? | YES | NO | N/A |
| 62. Are appropriate radiation warning signs and notices posted: | | | |
| Doors | YES | NO | N/A |
| Refrigerators | YES | NO | N/A |
| Work benches | YES | NO | N/A |
| Hood | YES | NO | N/A |
| Sink/ P-trap | YES | NO | N/A |
| Storage/Waste containers | YES | NO | N/A |
| 63. Are spill trays or absorbent pads used in areas where radioactive materials are manipulated? | YES | NO | N/A |
| 64. Are laboratory survey records up to date (at least monthly)? | YES | NO | N/A |
| 65. Do inventory/disposal records reflect use? | YES | NO | N/A |
| 66. Are waste disposal procedures appropriate? | YES | NO | N/A |
| 67. Are appropriate personnel monitoring in use? | YES | NO | N/A |
| 68. Is copy of current Radiation Safety Manual available? | YES | NO | N/A |
| 69. Is survey meter available and functioning? | YES | NO | N/A |

Date of last calibration: _____

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|--|-----|----|-----|
| 70. Are radiation use areas secured when unattended? | YES | NO | N/A |
| 71. Are use areas designated on laboratory diagram? | YES | NO | N/A |

Comments: _____
