



Environmental Health and Safety

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The University of Texas at Brownsville and Texas Southmost College

Audit Checklist for Hazard Communications and Laboratory/Shop

The following is an Audit Checklist to help you insure that your areas are safe and secure for all users.

It is the responsibility of all employees to ensure that their areas are safe for all employees, students and visitors to the campus. All items below should be answered yes. If you answer "NO" to any of the questions below, then there is a possible danger to human life.

INSTRUCTIONS

1. Print this page.
2. Select appropriate answers.
3. If you answer 'NO' to any of the questions, download the Work Order Form at <http://www.utb.edu/ba/safety/Documents/workorder01.pdf>.
4. Complete the Work Order Form on-line, print it out and fax it to Martha Sendejo at (956) 882-5932. For any questions, contact Martha at (956) 882-5929 or Martha.Sendejo@utb.edu. Remember to include the discrepancy and location.

Checklist

YES NO N/A

1. Are warning placards from Hazard Communications and DOT Acts posted?
2. Is supervisor's telephone number posted on outside of door?
3. Is a copy of the University Safety Manual or Procedures available in each lab and shop?
4. Are placards prohibiting eating, drinking, and smoking posted in the laboratory?
5. Has the Lab/Shop been inspected in the past year?
6. Is protective equipment used (face shields or goggles, gloves, special clothing)?
7. Are fume hoods operational with posted operating instructions?
8. Are the Vent Hoods kept closed when not in immediate use?
9. Are corridor aisles, and egress exits from lab unobstructed?

10. Are there proper trash receptacles in the area for: broken glass, ordinary trash, radioactive waste, chemical waste, bio-hazardous waste, and needle disposal?
11. Is there a current, annual inventory of hazardous materials for the lab/shop?
12. Are storage areas clutter free with easy access?
13. Are laboratory floors clean and dry?
14. Are mechanical pipettes available – no mouth pipetting?

EMERGENCY PROCEDURES

15. Are fire extinguishers available and currently certified?
16. Are fire blankets unobstructed?
17. Are emergency eyewash and shower operable?
18. Are first aid kits available and stocked?
19. Are emergency telephone numbers posted?

SAFETY TRAINING FOR LABORATORY PERSONNEL

20. Have all employees attended Lab Safety Orientation, including Radiation Safety, if applicable?
21. Is there a procedure to ensure all lab/shop instructors have received Safety Certification?
22. Are records of safety/training maintained for verification of training?
23. Do lab instructors cover safety as an agenda item in meetings?
24. Are instructors and assistants knowledgeable in using spill remediation materials?
25. Is one person assigned responsibility for overseeing safety within the lab?

CHEMICAL SAFETY PRACTICES

26. Are chemicals properly stored within various categories? Not alphabetical in cabinets?
27. Are all chemical dated when received and when opened?

- 28. Are highly toxic chemical stored in a secondary container?
- 29. Have you checked for any noticeable chemical odors in the room?
- 30. Are chemicals carried in plastic buckets or trays?
- 31. Does the lab have access to an MSDS form for all hazardous waste?
- 32. Is chemical waste disposed of according to the Hazardous Waste Disposal Policy?
- 33. Are chemicals stored in non-explosive refrigerators, if applicable?
- 34. Are "High Risk-Selected Agents" securely and separately controlled?

BIOLOGICAL SAFETY PRACTICES

- 35. Are sharps disposed of in rigid containers?
- 36. Is medical waste disposed of in properly labeled containers?
- 37. Are waste containers emptied periodically and not overflowing, leaking or otherwise compromised?
- 38. Do warning signs identifying infectious agent, name and telephone number of lab supervisor?
- 39. Do biological safety cabinets use proper procedures involving infectious agents?
- 40. Is an autoclave for decontaminating infectious lab waste available?

RADIOACTIVE SAFETY PRACTICES

- 41. Is radioactive waste disposed of in properly labeled containers?
- 42. Are there warning signs identifying radioactive materials posted outside the lab?
- 43. Are wipe tests of the labs performed routinely?
- 44. Is the University Radiation Certification current?

AMERICAN PATRIOT ACT – RFO is the Director of EH&S – There are no Risk Agents on campus.

- 45. Does UTB/TSC have control procedures for select agents and high risk materials?

HAZARDOUS MATERIALS DISPOSAL

- 46. Are Hazardous Materials movements controlled by work-orders?
- 47. Are Hazardous Waste containers properly labeled in both generator and disposal storage areas?
- 48. Are Hazardous Waste Materials properly segregated in storage?

REMEMBER:

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