WICHITA STATE UNIVERSITY
ENVIRONMENTAL HEALTH AND SAFETY

ENVIRONMENTAL, HEALTH, AND SAFETY (EHS) AUDIT CHECKLIST

(permission to use/modify checklist from NIAR-ASTEC 010810)

EHS REPRESENTATIVE INSPECTION CHECKLIST

Inspector: _____ **Lab/Rm:** _____ **Bldg:** _____ **Date:** _____.

	AISLES/EXITS/EGRESS	YES	NO	N/A
1	Minimum width of any aisle leading to an exit is at least 44 inches wide.			
2	Are exits marked, free of debris and readily accessible at all times?			
3	Is emergency lighting operating? (Test by using test button if you can do so from the ground or floor.)			
4	Can you see marked exits or exit signs from the aisles in your area?			
5	Are aisles and doorways kept clear; and free of obstructions with trip hazards minimized to permit visibility and movement?			
6	Are doors not used for egress (closets, offices, etc.) that could incorrectly be thought to be an exit labeled "NOT AN EXIT?"			
7	Are floor surfaces clean, dry, level, not slippery or sticky and in good condition?			
	COMPRESSED GAS CYLINDERS			
8	Are cylinders legibly marked to clearly identify the gas contained?			
9	Are cylinders stored away from heat source and do they have separation between flammables and oxidizers?			
10	Are cylinders located or stored in a manner to prevent them from creating a hazard by tripping, falling, or rolling? The cylinders should be stored upright and chained with protective cap in place (including empty containers).			
11	Are valve protector caps placed on cylinders when not in use?			
12	Are flammables and combustibles stored properly?			
	EMERGENCY, HEALTH, AND SAFETY INFORMATION			
13	Are area hazard sign visible, legible, understandable and in compliance with regulations?			
14	Are procedures established for alerting employees of an emergency in the workplace (i.e., fire and shelter)?			
15	Are fire alarm pull station locations marked and unobstructed?			
16	Are sign for emergency numbers, routes, and evacuation plans posted?			
17	Are the Evacuation Coordinators and PI/Safety Designates assigned?			
18	Do employees know who their Evacuation Coordinators and PI/Safety Designates are?			
19	Does the Evacuation Coordinators have their numbers readily available, functional?			
20	Is a copy of the Emergency Action Plan (EAP) for the area available for employees to read?			
21	Are employees trained on emergency procedures (primary and secondary routes)? Do they know where to go?			
22	Does the EAP include a way to alert employees, including disabled workers, to evacuate or take other action and include instructions on how to report emergencies?			

Evacuation Coordinator	Emergency Number	Alternate Number

PI/Safety Designate(s)	Emergency Number

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GENERAL FACILITY (continued)

		YES	NO	N/A
FIRE EMERGENCY				
23	Are fire extinguishers fully charged and have current inspection dates? All previous months should be signed off.			
24	Are fire extinguishers and hoses, mounted, visible, and accessible?			
25	Do employees know where the fire extinguishers are and how to use them?			
26	Do fire doors and shutters appear to be in good operating condition?			
FIRE PREVENTION				
27	Is there a minimum 24 inches clearance between storage and sprinkler heads?			
28	Are "NO SMOKING" areas enforced?			
39	Are electrical outlets or cords not overloaded? Only allowable number of connections (i.e., a 4-way outlet only has 4 pieces of equipment connected and not loaded with additional extension cords). NOTE: Isolated power not included.			
30	Are fire sprinkler heads unobstructed and free of dirt and corrosion?			
FLAMMABLES/COMBUSTIBLES				
31	Are hazardous materials properly stored?			
32	Are chemicals properly stored and returned to appropriate cabinet at end of shift?			
33	Are safety cans in good condition (no corrosion, damage, etc.) with flame arrestor in place?			
34	Are flammable cabinets grounded and containers bonded when dispensing flammable liquids? Only cabinets from which flammable liquids are dispensed need to be grounded.			
35	Are flammable liquids stored in approved safety containers?			
36	Are materials that could burn kept away from ignition sources?			
37	Is area free of excessive trash or combustibles?			
38	Do all can with red lids have fusible links?			
39	Are the tops of the flammable cabinets clear (nothing stored on top)?			
40	Are all flammable bottle tips unmodified and/or undamaged?			
41	Are backflow valves working in all flammable bottles?			
42	Is heat producing equipment turned off at night when no one is present?			
HOUSEKEEPING/WORK ENVIRONMENT				
43	Are desk/work and storage areas clean, organized, and sanitary?			
44	Are trash containers (large 55 gallon) covered?			
45	Are electrical/network cables organized to eliminate trip hazards?			
46	Are drawers of desks and file cabinets kept closed when not in use?			
47	Are file cabinets arranged so drawers do not open into aisles?			
48	Is only one file drawer opened at a time?			
49	Is knife blade on paper cutter lowered and latched when not in use?			
50	Are mezzanines labeled with floor load capacity?			
51	Is all lighting lit and/or appear adequate for the task performed?			
52	Are floor openings covered and secure?			
53	Are spilled or dropped items cleaned up and put away?			
54	Are guardrails installed where required? (Guardrails are required where there is over 48 inches to next lower level.)			
SECURITY ITEMS				
55	Do employees have proper ID badges?			
56	Do contractors/vendors have proper ID badges?			
57	Are visitors escorted and have proper ID badges?			
58	Are employees, contractors, and visitors displaying their ID badges above the waist and on an outer garment?			
59	Are doors that should be secure not being propped open?			

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EHS REPRESENTATIVE INSPECTION CHECKLIST

GENERAL FACILITY (continued)

STRUCTURES		YES	NO	N/A
60	Ceiling tiles are not damaged, loose, or missing?			
61	All overhead hazards have been identified?			

ENVIRONMENTAL

CLEAN AIR ACT COMPLIANCE				
62	Are any solvent contaminated rags lying about in the work area?			
63	Are solvent contaminated rags properly disposed of?			
64	Have all open top solvent pump cans been removed from the work area?			
65	Are containers, solvent dispensing containers, paint gun cleaning containers, and solvent dispensing bottles closed when not in use?			
CLEAN WATER ACT COMPLIANCE				
66	Employees do not dump wastes into drains or sinks unless authorized (including wash water and mop water).			
67	No wastes dumped outside or in storm sewers or catch basins.			
68	Are pipes, pumps, hoses, and valves free of leaks or defects?			
69	Do sumps, pits, lift station containment valves remain dry?			
70	Are spills and leaks attended to and reported when required?			
HAZARDOUS/NON-HAZARDOUS WASTE COMPLIANCE				
71	Are hazardous waste containers properly identified and labeled with the words, "HAZARDOUS WASTE?"			
72	Are used oil collection containers properly identified and clearly labeled with the words, "USED OIL?"			
73	Are controlled and non-hazardous wastes being collected and managed properly (i.e., returnable towels, coolant sludge, composite waste, fluorescent lamps)? Are containers properly identified and clearly labeled with contents?			
74	Are hazardous waste collection containers fully closed while not in use? Lids that "spring up" are not fully closed.			
75	Are used oil waste containers closed while not in use?			
76	Are trash cans free of hazardous waste?			
77	Are trash cans free of scrap metal?			
78	Is there less than 55 gallons per waste stream at satellite accumulation area(s)?			
79	Are hazardous waste satellite accumulation area signs in place?			
80	Are employees familiar with the waste materials generated in the work area and the proper disposal method(s)?			
81	Are proper absorbent materials on hand for spills?			
82	Is waste removed in a timely manner?			

SAFETY

EMPLOYEE WORK PRACTICES				
83	Is long hair tied back when around machinery? (Hair that touches shoulder must be tied back.) (Apron strings and non-breakaway badge lanyards, etc., should also be secure in some manner.)			
84	Is Job Safety Analysis (JSA) information available for employee reference for infrequently performed tasks and high value or high-risk tasks?			
ELECTRICAL EQUIPMENT MARKINGS				
85	Do circuit breakers clearly indicate whether they are in the "ON" or "OFF" position and are switch panels clearly marked?			
86	Is electrical panel access clear – 36 inches clearance in front of panel?			
87	Is equipment intended for long-term use hard wired into permanent facility wiring?			

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SAFETY (continued)

	ELECTRICL GROUNDING	YES	NO	N/A
88	Are electrical appliances, portable electrical tools, and fixed electrical equipment grounded or UL rated/double insulated and in good repair?			
89	Do extension cords being used have a grounding conductor and are in good repair?			
90	Are extension cords used only for temporary wiring applications (60 days max.)?			
	EQUIPMENT			
91	Proper guarding of any pinch points, rotating collars, cams, chucks, couplings, shafts flywheels, spindles, bolt ends, rotating mechanisms, etc.?			
92	Are all protective guards (including light curtains and interlocks) in place, effective, and checked daily or before use?			
93	Are all controls and emergency stops clearly identified and within reach of operator?			
94	Are all emergency stops, safety guards, and safety devices located on equipment and tools working and adjusted properly?			
95	Are grinder gaps 1/8 inch from bottom of wheel and 1/4 inch from top of wheel?			
96	Grinding wheel surface not damaged or worn (must be square and no grinding on side of wheel).			
97	No aluminum found in grinding wheel surface?			
98	Are fans inspected annually for damage (cracked blades, guards, cords, etc.)?			
99	Are heat lamp and work light bulbs guarded?			
100	Are all fixed machines bolted to the floor?			
101	Do air nozzles have relief valves to decrease pressure to 29 psi or lower?			
102	Are air disconnects and safety nozzles the correct type (safety relief vents may not be covered or sealed in any way)?			
103	Air lines and hydraulic lines free of damage?			
	ERGONOMICS			
104	Ergonomic problems observed with workstation, keyboard, posture, or work habits.			
105	Employees are advised on the proper lifting techniques.			
106	Are mechanical lifting aids available for heavy or awkward items?			
	EYEWASH STATION			
107	Eyewash station is clean and tested.			
108	Eyewash station is located in a way that assures free and unimpeded access.			
	FORKLIFT/INDUSTRIAL TRUCKS – DAILY INSPECTION			
109	Daily inspection performed prior to first use and log entry completed.			
110	Do all operators have current qualification?			
111	Are service valves closed on all propane equipment left inside overnight?			
112	Harness and lanyard used at all times with scissor-lift/Hi-Bob, aerial platform, etc.?			
113	Load capacity labeled.			
114	Are vehicles driven backwards with awkward or bulky loads?			
115	Are all traffic signs observed? (Operators must stop at stop signs.)			
116	Are pedestrians given the right-of-way?			
117	Are safety glasses and seatbelt worn while operating the truck?			
	HAZARD COMMUNICATION – CHEMICAL SAFETY			
118	Do employees know what an MSDS (Material Safety Data Sheet) is, where to find them, and how to use them?			
119	Is each container of hazardous chemicals in the work area properly labeled by identifying the chemical it contains and marked with health hazards?			
120	Are all chemicals that are used in the facility listed in the MSDS book and available?			
121	Is food separated and away from chemicals in the work area?			

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SAFETY (continued)

	HOIST/CRANES/LIFTING DEVICES	YES	NO	N/A
122	Are all slings, hoists, chains, jacks, and supports certified and tagged with load limits and inspection dates?			
123	Is the weight of all loads known and is the crane (user) inspected before use?			
124	Is there a full, unrestricted view for operator before lifting load?			
125	Are all loads being lifted overhead secured?			
126	Is there no one beneath the load while it is suspended?			
127	Does the crane operator have a current license or certificate?			
	LADDERS/SCAFFOLDING			
128	Are all step ladders under 20 feet in length?			
129	Are rubber feet on ladders in good repair?			
130	Are all ladders in good condition with no structural damage?			
131	Are there no metal or aluminum ladders in electrical areas?			
132	Are ladders being used properly (only one person on ladder at a time and no one standing above the second step down from the top)?			
133	Are fixed stairs being used (instead of ladders) where regular travel is needed?			
	PERSONAL PROTECTION EQUIPMENT (PPE): EYE AND FACE/RESPIRATORY/HEARING			
134	Are areas clearly marked as a “HEARING CONSERVATION” area, as needed?			
135	Are approved safety glasses, face shields, gloves, palm guards, aprons, clothing, and hearing protection used in required areas?			
136	Are employees using appropriate respirators for the work being done?			
137	Are respirators clean and stored properly?			
138	Are employees using respirators clean-shaven (so mask will seal against face)?			
139	Are employees using paper respirators (paper masks) and trained in their proper use?			
	PPE: FALL PROTECTION			
140	Is appropriate fall protection provided and used properly (safety harness, lanyard, and if needed, self-retracting lifeline)?			
141	Is fall protection PPE stored properly, kept clean, and out of direct sunlight?			
142	Is fall protection PPE inspected and certified annually?			
	WALKING SURFACES/STAIRS			
143	Are all floor tracks covered or covered as much as possible when in use?			
144	Is the angle of fixed stairs within 30 to 50 degrees?			
145	Are non-slip surfaces in good condition on steps and platforms?			
146	Are stairwells clear and handrails in good condition?			
147	Are mobile work platforms available and used?			

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UNSATISFACTORY EHS CONDITIONS FOR _____.

(Laboratory)

(NOTE: The Lab Manager, PI/Safety Designate & EHS Representative must be in agreement on corrective actions listed below.)

CORRECTIVE ACTION CODES:

D = Department Repairs
EHS = WSU EHS Department Assistance Needed
M = Maintenance Department Notification/Follow-up

ITEM NO.	DEFICIENCY NOTED	CORRECTIVE ACTION

Month/Year: _____

EHS Representative: _____
(Signature)

Lab Manager: _____
(Signature)

PI/Safety Designate: _____
(Signature)