

Date: _____

Inspector: _____

VMTH Facility and Safety Audit (Annual)

Service:	
Service Manager/Supervisor:	
Building:	
Room Numbers:	

DOCUMENTS

#	Y	N	N/A			
1				VMTH Injury and Illness Prevention Plan (IIPP)		
2				VMTH Emergency Action Plan (EAP)		
3				VMTH Medical Waste Management Plan (MWMP)		
4				VMTH Hazard Communications Plan (HCP) and/or Lab Safety Manual		
5				VMTH Infectious Disease Control Manual (SAC/LAC) and Posters		
6				VMTH Heat Illness Prevention Manual		
7				UC Chemicals (Formerly CIS) - Annual	CERTIFICATION DATE:	
8				Certified Unified Program Agency (CUPA) Self-Audit	CERTIFICATION DATE:	
9				Laboratory Hazard Assessment Tool (LHAT) - Annual	CERTIFICATION DATE:	
10				Service Area Specific Standard Operating Procedures (SOPs)		
11				Service Area Specific SafetyNets (Compressed gas, needle/syringe safety, ergonomics, etc)		
12				SafetyNet #13 - Chemical Spill Response		
13				SafetyNet #127 - Biological Spill Response		
14				Safety Data Sheets (SDS)		
15				IACUC Protocols	IACUC #	EXPIRES:
16				Laser Use Authorization (LUA)	LUA #:	EXPIRES:
17				Radiological Use Authorization (RUA)	RUA #:	EXPIRES:
18				Bloodborne Pathogen Plan (BBP)		
19				Biological Use Authorization (BUA)	BUA #:	EXPIRES:

SIGNAGE

#	Y	N	N/A	
20				Hazard Notice Signs on all entrances - includes hazard logos
21				Emergency Contact Information posted in communal areas
22				Recognized Chemical Carcinogen (RCC) Forms posted
23				Hazard Communications SDS, Labels, and Emergencies Poster

TRAINING AND DOCUMENTATION

#	Y	N	N/A	
24				VMTH Injury and Illness Prevention (IIPP) & Emergency Action Plan (EAP) Training - LMS
25				Job Safety Analysis (JSA) / Hazard Assessment for each employee - On-site
26				VMTH Safety Trainings - LMS
27				Hazard Communications Training + Addendum / Global harmonized System Training - LMS
28				Heat Illness Prevention Training for all work related activities performed outdoors - LMS

29				VMTH Chemical Spill Training - LMS
30				Service Area Specific Standard Operating Procedures (SOPs) - On-site
31				Animal Care and Use (ACU101)
32				Biosafety Cabinet Training - LMS (Initial training)
33				Fume Hood Safety Training - LMS (Initial training)
34				Fundamentals of Lab Safety - LMS
35				Respirator Fit Testing - Annual
36				Risk Assessments/Health Surveillance - OHSS
37				Injury Reporting and Employer's First Report (EFR)
38				VMTH Safety Checklist

GENERAL SAFETY

#	Y	N	N/A	
39				Ceiling tiles are in good repair
40				Chemical Spill Kits - Accessible and available
41				Emergency eyewash/showers station accessible
42				Emergency eyewash/showers stations - tested annually and monthly
43				Emergency eyewash/showers stations free of obstruction
44				Fire Extinguishers accessible and charged
45				First Aid Kit available and restocked
46				Floor are in good repair to prevent slip, trips, and falls
47				Food and drinks are prohibited in patient care areas
48				Furnishings should be easily decontaminated
49				Furniture taller than 5 feet are anchored to the wall to preventing tipping
50				Heavy items stored on lower shelves
51				Lab air should be negative to the hallway
52				Laboratory workers - minimum attire requirements: long pants, closed toe/heel shoes
53				Personal Protective Equipment (PPE) available and used as needed (face shields, gloves, lab coats, Tyvek, respirator, safety glasses, splash goggles, boots, booties, bonnets, masks, etc.)
54				Refrigerators/freezers appropriately labeled according to use
55				Respirator users have been medically cleared and fit tested annually by EH&S
56				Sink is available for hand washing (soap and paper towels)
57				Sinks labeled "Industrial Water - Do Not Drink"
58				Work area is cleaned and uncluttered

EQUIPMENT

#	Y	N	N/A	
59				Biological Safety Cabinets (BSC) certified annually by TSS
60				Compressed gas cylinders - Capped when not in use
61				Compressed gas cylinders - Labeled (Content, hazards)
62				Compressed gas cylinders - Stored upright, adequately secured, and properly segregated. Double-chained to an immovable object to prevent tipping/falling.
63				Fume Hoods are not used for storage; Uncluttered at all times
64				Fume Hoods certified annually by Facilities
65				Moving parts of equipment properly guarded
66				Refrigerators/Freezers - Properly labeled for flammables or non-flammables
67				Safety Information posted on equipment

FIRE AND ELECTRICAL SAFETY

#	Y	N	N/A	
68				Aisles, exits, adjoining hallways free of obstruction
69				Electrical cords not a trip hazard
70				Electrical panels unobstructed by carts, tables, chairs,
71				Extension cords used for temporary operations only. Unplugged when not in use.
72				Fire doors are unobstructed and easily closed
73				Fire extinguisher fully charged; pin and/or security seal intact
74				Fire extinguisher maintenance tag is current; checked annually and monthly
75				Fire extinguisher properly mounted
76				Flammable Cabinets have self-closing doors
77				Flammable liquids exceeding 10 gallons must be stored inside a flammable cabinet
78				Heating devices (microwaves, coffee makers, toasters, ovens, heaters, refrigerators) cannot be connected to a surge protector. These items must be plugged directly into a wall outlet.
79				Plugs, cords, and receptables are in good condition (no frayed cords; no electrical tape)
80				Power strips are not daisy-chained

HAZARDOUS MATERIALS

#	Y	N	N/A	
81				Biomedical waste (red bag) properly disposed of
82				Biomedical waste containers have tight fitting lids, with stickers on each side, and bags don't cover the stickers. Nothing is stored on top of the containers.
83				Cabinets and rooms containing campus-regulated carcinogens, biohazards, and radioactive materials labeled?
84				Carcinogens are handled safely to reduce employee exposure
85				Chemicals are inventoried on UC Chemicals
86				Chemicals are labelled to indentify content and hazards
87				Chemicals separated by hazard class and stored to prevent spills (Acids, bases, oxidizers, flammables, etc.)
88				Hazardous material storage shelves have lip or guard
89				Hazardous waste materials disposed of by EH&S - properly tagged/dated/labeled/sealed for disposal
90				Sharps containers appropriately labelled
91				Sharps container's contents not passed the fill line and nothing is stores on top of the containers
92				Waste containers are properly labelled and filled with labeled contents (medical, pharmaceutical, chemotherapy or hazardous waste)

BIOLOGICAL SAFETY CABINETS (BSC)

Building/Room: _____ EH&S Class: _____ Last Certified: _____ UCD #: _____

Building/Room: _____ EH&S Class: _____ Last Certified: _____ UCD #: _____

FUMEHOOD

Building/Room: _____ Velocity: _____ Last Tested: _____

Building/Room: _____

Velocity: _____

Last Tested: _____

REGULATED CARCINOGEN

Type: _____

Quantity: _____

Type: _____

Quantity: _____

COMPRESSED GAS

Type: _____

Quantity: _____

Type: _____

Quantity: _____

FLAMMABLES

Cabinet

Room

Type: _____

Quantity: _____

Type: _____

Quantity: _____

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Booties

Boots

Bonnet

Earplugs

Face Shields

Gloves

Gowns

Mask

Respirator

Safety
Glasses

Splash
Goggles

Shoe
Covers

Sleeves

Tyvek

Others: _____

COMMENTS

CORRECTIVE ACTION ITEMS

FOLLOW-UP