

## UMES Environmental Health and Safety Maintenance Shop Safety Checklist

The following safety requirements are criteria for health and safety inspections conducted by EHS.

<p><b>Environmental Health</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hazardous chemical waste* is properly contained: containers in good condition / closed except during use (no funnel) labeled "Hazardous Waste" /dated / secondary containment / segregated</li> <li><input type="checkbox"/> Waste generators (radioactive or chemical) have taken training</li> <li><input type="checkbox"/> Chemical material spill kit is immediately available</li> <li><input type="checkbox"/> Less than 55 gal of hazardous waste; less than 1 quart of acute hazardous waste in shop area</li> </ul>
<p><b>Fire and Life Safety</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Emergency Resources Guide is available; emergency contact numbers are posted and current</li> <li><input type="checkbox"/> Workers have received training from supervisor concerning safety and emergency procedures</li> <li><input type="checkbox"/> Exits / aisles / fire extinguishers / fire alarm pull stations / fire alarm audio-visuals / sprinklers / electrical panels are unobstructed</li> <li><input type="checkbox"/> There is sufficient lighting of evacuation routes; emergency lighting operating properly (exit signs)</li> <li><input type="checkbox"/> Fire extinguishers are in good condition and inspection is current.</li> <li><input type="checkbox"/> Emergency exit signs are identifiable and readily visible.</li> <li><input type="checkbox"/> 18" vertical clearance maintained from fire sprinkler heads (including over shelves).</li> <li><input type="checkbox"/> There are no modifications to the facility structure (no user constructed walls/partitions)</li> <li><input type="checkbox"/> Not more than 10 gallons of flammable liquids outside of approved flammable liquid storage cabinets</li> <li><input type="checkbox"/> No storage on top of flammable storage cabinet.</li> <li><input type="checkbox"/> Refrigerator / freezer used for storage of flammable / combustible liquids/gases is appropriate</li> <li><input type="checkbox"/> Not more than 1 liter of flammables stored in refrigerators / freezers.</li> <li><input type="checkbox"/> Combustible materials are stored away from heat sources</li> <li><input type="checkbox"/> Combustible wastes / garbage is contained</li> <li><input type="checkbox"/> First aid kits are available and stocked</li> </ul>
<p><b>Industrial Hygiene</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> No eating, drinking, smoking, cosmetic application</li> <li><input type="checkbox"/> Hazard warning signs are (installed / current).</li> <li><input type="checkbox"/> Chemicals stored according to compatibility.</li> <li><input type="checkbox"/> Corrosives stored below eye level.</li> <li><input type="checkbox"/> Chemical storage appears acceptable - with consumables, on work benches, near sinks or drains</li> <li><input type="checkbox"/> Chemicals dated when received and when opened.</li> <li><input type="checkbox"/> Chemical containers are (intact/ labeled/ closed with tight-fitting lids).</li> <li><input type="checkbox"/> Secondary chemical containers are properly labeled (name, hazard warnings)</li> <li><input type="checkbox"/> At least one sink is equipped with soap and paper towels.</li> <li><input type="checkbox"/> An appropriate disinfectant / decontamination solution is available.</li> </ul>
<p><b>Occupational Health and Safety</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cabinets, furniture, and equipment taller than 4 feet is braced or anchored.</li> <li><input type="checkbox"/> There is no overhead storage of heavy materials.</li> <li><input type="checkbox"/> Walking surfaces are free of slip/ trip / fall hazards.</li> <li><input type="checkbox"/> Work surfaces are reasonably organized and free of clutter.</li> <li><input type="checkbox"/> Workers have received current Hazard Communication training</li> <li><input type="checkbox"/> Hazard Communication Plan and MSDS accessible</li> <li><input type="checkbox"/> Chemical inventory is current with a copy submitted to EHS.</li> <li><input type="checkbox"/> Cylinders are listed on chemical inventory, positioned so that contents label is visible, and stored in ventilated location protected from heat sources.</li> <li><input type="checkbox"/> Compressed gas cylinders are restrained.</li> <li><input type="checkbox"/> Compressed gas cylinder valves closed and valve caps in place when cylinders not in use.</li> <li><input type="checkbox"/> Empty compressed gas cylinders are labeled "Empty."</li> </ul>

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Maintenance Shop Safety Checklist**

- Personal protective equipment is used by workers, and is appropriate.
- Workers using respirators are enrolled in the UMES Respiratory Protection Program.
- Emergency shower / eyewash is accessible (within 50' from lab), functional, has signage, and has been certified in the past 12 months.
- Eyewash solution is changed annually.
- Workers are trained in safe lifting and the proper use of tools and equipment.
- Sharps and razor blades are protected.
- Equipment is in serviceable condition and inspected.
- Equipment is powered with permanent wiring or with a fused electric strip (no 3-way plugs).
- Multiple outlet strip cords are 6' or less and have a circuit breaker.
- No exposed "live" connections in electrical equipment
- There is at least 36" of clearance around electrical panels.
- Extension cords do not run through walls, ceilings, doors
- GFI is present on outlets near water.
- Machine parts are guarded (belts, pulleys, other exposed moving parts).