

General Workplace Health & Safety Inspection Program

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Applies To: Employees, Faculty, Students, Others

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I. Purpose

The Division of Environmental Health & Safety (EHS) at the University of Connecticut (UConn) seeks to promote and maintain a safe and healthful environment by ensuring the highest level of environmental health and safety services for faculty, staff, students, and visitors. In order to provide a working environment that is free of recognizable hazards, EHS conducts general workplace health & safety inspections to help ensure the overall health and safety of individuals working in non-laboratory areas.

The “**General Workplace Health & Safety Inspection Program**” seeks to achieve the following three goals:

- Ensure that all workplace activities are conducted in a way that prevents occupational exposure to physical and health hazards.
- Maintain non-laboratory facilities and equipment in a safe, code-compliant operating condition.
- Provide a safe working environment for all individuals.

II. Scope and Applicability

The “**General Workplace Health & Safety Inspection Program**” applies to all worksites at the University that are covered by OSHA’s Hazard Communication Standard and the University’s Hazard Communication Program. This includes service, maintenance and production facilities, research and academic shops, dining facilities, theater and art shops and studios, warehouse facilities, and other primarily non-laboratory areas where health and safety hazards may be present. (*Note: this program does not apply to laboratories which are covered by the University’s [Chemical Hygiene Plan](#) and the associated [Laboratory Inspection Program](#).*)

III. Program Description & Responsibilities

The following items are addressed by this program:

- i. Each covered worksite will be inspected by EHS to ensure compliance with federal and state laws and regulations, in addition to the University’s EHS policies and procedures. Priority will be given to worksites with high hazard areas, processes or activities.
- ii. Each worksite manager or supervisor will be contacted by EHS in advance of each inspection.

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- iii. A copy of the inspection report will be sent to the worksite manager or supervisor within seven business days. The worksite manager or supervisor must take steps toward corrective action upon receipt of the inspection report and respond to EHS within 21 days on the progress made.
 - iv. Worksites identified with unsafe conditions will be re-inspected by EHS. Re-inspections may be either announced or unannounced. If progress is unsatisfactory, a second inspection report will be sent to the worksite manager or supervisor and to the department head or director.
 - v. Failure to take appropriate corrective action or otherwise satisfactorily respond to the noted deficiencies shall constitute a violation of the University's [Health and Safety Policy](#) and may result in disciplinary measures in accordance with the University Laws and By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, and the University of Connecticut Student Code.

IV. Inspection Documentation

- i. CONN-OSHA Poster
 - CONN-OSHA's [Job Safety & Health Protection Poster](#) must be posted in a conspicuous place or places where notices to employees are customarily posted.
 - The poster must not be altered or covered.
- ii. Hazard Communication Program (HazCom Program)
 - As required by the [University's Hazard Communication Program](#), each department must develop a department-specific written HazCom Program that details how the department will comply with the program.
 - Departments must complete the [Department-Specific Hazard Communication Program Details Form](#) found in Appendix A of the program to develop their department-specific program. A written HazCom Program must be developed for every covered worksite and kept current.
 - Personnel must have access to and be familiar with their HazCom Program. A hard copy must be present in each worksite.
 - Supervisors must review their HazCom Program annually using the [HazCom Program Periodic Review Form](#) found in Appendix E of the program.

iii. Hazardous Chemical Inventory

- Each worksite must have a complete, up-to-date (within the last year) inventory of all hazardous chemicals. These are materials that have a physical hazard or health hazard and can include liquid materials like cleaners, adhesives, oils, paints, etc., as well as gases and solid materials, such as welding gases, welding materials (rods, wire and fluxes), masonry products, and building materials when they release hazardous components during installation (such as cutting bricks or ceiling tiles).
- The inventory must be attached to the written HazCom Program and must be available to employees at each work location during normal work hours.

iv. (Material) Safety Data Sheets (SDSs)

- Under OSHA's new Hazard Communication Standard, Material Safety Data Sheets (MSDS) must be replaced by Safety Data Sheets (SDS) by June 2015. As employers receive the new SDS, they must replace the MSDS. Further information on the new Safety Data Sheet format can be found in the [Hazard Communication Standard QuickCards](#).
- (M)SDSs must be available for every covered chemical in use in the department and for every item listed on the chemical inventory. This includes items such as grinding wheels and soldering materials.
- Employees must have access to all (M)SDSs whenever they are at work. (M)SDSs must be stored with the Hazardous Chemical Inventory and the written Hazard Communication Program.
- Links for (M)SDS websites are available under the "Chemical & Laboratory Safety" tab at www.ehs.uconn.edu/information/.

v. Workplace Hazard Assessment (WHA)

- Supervisors or their designees must complete a [Workplace Hazard Assessment Form](#) for all worksites or work activities to determine if hazards are present that require the use of personal protective equipment (PPE).
- Completed, signed WHA forms must be sent to EHS and copies must be readily available to all personnel in the worksite.
- The WHA should be reviewed annually. An updated WHA is required whenever operations in the worksite change or warrant the use of new personal protective equipment.

- Whenever possible, other more effective workplace controls, in lieu of PPE, should be used to control workplace hazards (see section 5.4).

vi. Training Records

- Supervisors must complete an [Employee Safety Orientation Form](#) (ESO) and review it with each new or transferred employee to inform them of the hazards in the workplace and of the mandatory safety training required for their job.
- Supervisors must ensure that **all** employees receive appropriate safety training as identified on the ESO (for new and transferred employees) and the [Non-Laboratory Safety Training Checklist](#) (for existing employees) before allowing them to engage in potentially hazardous work.
- Information on Safety Training offered by EHS, including course descriptions, required training frequency, training schedules, how to register, and employee training history, may be found at: www.ehs.uconn.edu/training.
- In addition to training offered by EHS, supervisors should provide and document on-the-job training about work-specific hazards. For example, supervisors should provide training on the specific PPE required in the worksite; the hazards of the site-specific chemicals, equipment and processes; and other specific hazards associated with the worksite or work activities and the procedures to protect against them.

vii. Other Documentation

- When applicable per [section 7.6](#) of this program, departments must post [OSHA's Noise Standard](#) (29 CFR 1910.95).
- When applicable per [section 7.7](#) of this program, departments must develop [machine-specific lockout/tagout procedures](#).
- When applicable per [section 7.7](#) of this program, departments must conduct [periodic inspections](#) for lockout-tagout.
- When applicable per [section 12.1](#) of this program:
 - Operators of lift trucks must have a Lift Truck Operator Endorsement and carry it with them whenever they operate a lift truck.
 - Departments must maintain documentation of Lift Truck Inspections and current evaluations for Lift Truck Operators.

V. Housekeeping

i. General

- Work and storage areas should be kept clean and orderly.
- Floor must be kept clean and dry and free from protuberances, debris and trip hazards.
- Shelves and storage racks must be stable, not overloaded, and with materials stored safely.
- Building materials should be in a satisfactory condition that does not present a health and safety hazard.

ii. Floors, Floor Openings and Elevated Platforms

- Floors and other surfaces, including elevated surfaces, upon which employees routinely walk or work on, must be safe to use without holes or edges to fall in or off.
- Holes and openings (hatchways, manholes, pits, skylights, etc.) in the floor must be properly covered or guarded to prevent personnel and/or objects from falling through.
- Every open-sided floor or platform 4 feet or more above an adjacent floor or ground level must be adequately guarded.

iii. Portable Ladders

- All portable ladders must be free of sharp edges, cracks, splinters, foreign substances, broken, loose or missing parts, and maintained in good, workable condition.
- Manufacturer's labels with rating information must be present and legible.
- The minimum acceptable ladder rating is Type 1 – Heavy Duty Industrial
- Portable step ladders greater than 20 ft. must not be used.

VI. Chemical Safety

i. Container Labels

- Chemicals must be stored in containers with legible, manufacturer original or OSHA-compliant labels.

(Note: OSHA's Hazard Communication Standard requires manufacturers to utilize a new label format as of June 1, 2015, that includes hazard statements, hazard warnings and pictograms. Information on the new labeling format and the pictograms to be used can be found in the [Hazard Communication QuickCards](#).)

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- If the original container label is illegible or defaced, a new label must be adhered with the **name of the product** (as exactly matches the (M)SDS and original container label), as well as **the health and physical hazards** associated with the product. For example: *PC 101 Neutral & Glass Cleaner, eye and mucous membrane irritant.*
 - Materials transferred to secondary containers (e.g., a spray bottle) or used in a stationary process (e.g., parts washer or dish machine) or piping systems, must also be labeled with the **name of the product** (as exactly matches the (M)SDS and original container label), as well as **the health and physical hazards** associated with the product.
- ii. General Chemical Storage
- Corrosive liquids (for example, with a pH <2 or >11.5), like bleach, should be stored below eye level.
 - Incompatible materials must be stored separately from each other (flammables/strong oxidizers/corrosives, caustics/acids, ammonia/bleach, etc.)
 - Chemical containers must be kept closed when not in use.
 - Hazardous chemicals are not allowed to be stored near sinks or floor drains without secondary containment bins.
 - Secondary containment bins must not contain incompatible chemicals and must be able to contain 110% of the volume of the largest container should a spill or leak occur.
- iii. Flammable Storage
- Flammable chemicals should be stored in a rated flammable storage or explosion-proof cabinet or refrigerator when not in use.
 - No more than 25 gallons of flammable liquids may be stored outside of a rated flammable storage cabinet.
 - Storage areas of flammable material must be labeled with a red flammable diamond sticker or a sign saying “Flammable Storage.”
 - Flammables must not be stored near electrical outlets, vacuum pumps or any other potential heat or ignition sources.
 - Aerosol cans must be kept away from heat and ignition sources.
 - Flammable liquids stored in a rated flammable storage cabinet shall not exceed 55 gallons, unless approved by EHS and the UConn Fire Department.
 - More information on the safe use of flammable liquids can be found on the “[Flammable Liquids--Safe Work Practices](#)” fact sheet.

VII. Work Practices

I. Compresses Gas Cylinder Management

- Every compressed gas cylinder must be secured to a wall or other solid support with a chain, strap, or cable that can fully support the weight of the cylinder.
- Cylinders must be stored upright in a well-ventilated area and fastened individually or secured in cages.
- Every cylinder must be properly labeled and stored so that the label can be easily read.
- A cylinder cap or regulator valve must be in place at all times.
- Cylinders valves must be accessible at all times.
- Cylinders must be kept away from ignition sources.
- Incompatible gases must be stored in separate areas of the worksite, at least 20 feet apart.
- Oxygen cylinders must be stored at least 20 feet from acetylene or other flammable gas cylinders or separated by a firewall at least 5 feet high with a ½ hour fire rating.
- One cylinder of each of oxy-acetylene gases with caps or regulators are allowed to be stored in one oxy-acetylene cart only.
- Empty and full cylinders must be stored in separate areas.
- Cylinders must be secured from tipping while being transported.

II. Chemical Spill Management

- Procedures must be in place to address chemical spills and personnel must be informed of them. Procedures noted in Appendix D of the [Hazard Communication Program](#) may be used for this purpose.
- If alternate procedures are employed, they should include items such as:
 - Names and phone numbers of who to contact in the event of a spill.
 - Evacuation plans for the room or building, as appropriate.
 - Instructions for containing and, where appropriate, handling the spilled material, including preventing exposures to personnel and releases to the environment.
 - Appropriate emergency treatment of exposures to personnel.
 - Inventory of spill control materials and personal protective equipment.
 - Means for proper disposal of cleanup materials (in most cases, as hazardous waste) including contaminated tools and clothing.

- Decontamination of the area following the cleanup.

III. Electrical Panels

- Employees should know the location of electrical panels and disconnect switches so that power can be quickly shut down in the event of a fire or electrical accident.
- Circuit breakers must be labeled properly.
- Electrical panels and disconnect switches must remain unobstructed.
- A minimum 3-foot clearance must be maintained in front of electrical panels at all times to permit ready and safe operation and maintenance of such equipment.
- Electrical boxes with conductors, receptacles and switches, etc., must have covers in place and not damaged.

IV. Electrical Cords

- Electrical cords cannot be frayed, twisted, worn, abraded, corroded, or with exposed wires or missing ground pins.
- Electrical cords must be sized in accordance with the load that the cord will carry and the environment they are exposed to.
- Extension cords are only to be used on a temporary basis and not used as a substitute for fixed receptacle outlets.
- Multi-tap power strips are not allowed for use with equipment that use heating elements, compressors, magnetrons or that exceed the ratings of the multi-tap.
- Extension cords must never be linked together (daisy-chaining).
- Electrical cords must not run through doors, walls or partitions, under rugs, or above drop ceilings. They must not be tied in knots, draped overhead, or attached to building structures.
- Ground prongs on electrical plugs must never be bypassed or removed.
- Electrical circuits must never be overloaded.

V. Electrical Equipment

- Electrical equipment must be kept away from wet or damp locations, unless specifically rated for use under such conditions.
- Live parts must be effectively insulated or physically guarded.

- Using electrical devices in close proximity to wet environments may necessitate installation of ground fault circuit interrupting devices in the circuits being utilized.
- Keep flammable materials away from electrical equipment.
- The fact sheet on [Electrical Safety](#) and the University's [Electrical Safety Program](#) provides more information on electrical safety and requirements.

VI. Noisy Environments

- Environments or operations with excessive noise must be identified. A general rule of thumb is that if one needs to raise their voice to be heard from 3 feet away, excessive noise may exist. See the University's [Hearing Conservation Program](#) for more details.
- Employees found to be overexposed to noise must be sent for audiometric testing and training and must use PPE as outlined in the [Hearing Conservation Program](#).
- Departments with known overexposures must make [OSHA's Noise Standard](#) (29 CFR 1910.95) available to employees and post a copy of it in the workplace (See Appendix A of the Hearing Conservation Program).
- All areas with noise levels exceeding 85 dBA, as well as stationary sources that exceed 85 dBA when activated, must be labeled. See Appendix B in the Hearing Conservation Program for details.
- Personal music systems (iPods, MP3s, etc.) must not be used during landscaping and lawn maintenance operations, nor during power tool use or in any identified high noise environment. (*Equipment includes, but is not limited to, lawn mowers, string trimmers, leaf blowers, snow blowers, carpentry tools, etc.*)

VII. Lockout-Tagout

- Lockout-Tagout (LOTO) procedures must be followed whenever machines and equipment are maintained or serviced by UConn personnel in which the unexpected energization or start-up of the machines or equipment, or release of stored energy, could cause injury. (See [Lockout-Tagout Program](#)).
- Employees using LOTO must attend appropriate training conducted by EHS.
- Employees must use only approved LOTO devices (locks and tags) to conduct LOTO and must include their name and contact information on the LOTO devices.
- Supervisors must perform Periodic Lockout-Tagout Inspections at least annually with their employees to verify they are utilizing proper lockout-tagout procedures. Inspection forms must be kept on file as proof of completion (See [LOTO Inspection Form](#)).

- Machines and equipment that have more than one source of energy must have written machine-specific LOTO procedures that address a safe de-energization as well as a safe and orderly restart of the machine or equipment. Sources of energy include but are not limited to electrical, pneumatic, steam, water, hydraulic, mechanical, chemical, thermal, potential, gravity, etc. (See [Machine-Specific LOTO Form](#)).

VIII. Waste Management

i. Hazardous Waste Management

- All hazardous chemical wastes must be labeled with the words “**Hazardous Waste**” and full chemical names. Chemical symbols or abbreviations are not allowed on hazardous waste stickers or tags.
- All labels must be legible and prominently displayed on the container and must be fastened to each waste container from the moment of the first drop of waste is added.
- Hazardous waste containers must be in good condition and have tight-fitting caps or lids.
- Secondary containment bins that can contain at least 110% of the volume of the largest waste container is a good practice.
- Requests to EHS for waste pickups should be made using the online [Chemical waste pick-up request form](#).
- Designated hazardous chemical waste storage areas within each worksite must be labeled with a “**Satellite Accumulation Area**” sign available from EHS.
- Worksites may only accumulate as much as 55 gallons of hazardous waste at any one time.
- Incompatible wastes must not be stored next to each other. Multiple storage locations are permissible to separate incompatible wastes.
- Separate secondary containment bins that can contain at least 110% of the volume of the largest container stored are recommended for the segregation of incompatible waste containers.
- Covered metal cans must be used for oily rag waste.
- Used fluorescent light bulbs, considered universal waste, must be properly boxed and labeled as universal waste with the start accumulation date, and stored securely to prevent damage to bulbs and the potential release of mercury to the environment.

IX. Personal Protective Equipment (PPE)

i. Availability, Use and Care

- PPE must be made available to and worn by employees, as specified in the worksite's [Workplace Hazard Assessment](#).
- Supervisors must provide appropriate PPE (except for certain instances such as prescription safety eyewear and safety shoes) and require its use.
- PPE must be maintained in a sanitary and reliable condition.

ii. Eye and Face Protection

- Employees must be provided and use appropriate eye and face protection whenever hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation are present.
- Safety eyewear must meet ANSI Z-87.1 standards.
- Standard prescription eyewear is not suitable eye protection and must be worn in combination with approved safety eyewear that fit over them.

(Note: Prescription safety eyewear is available that meets ANSI Z-87.1 standards, however, employers are not required to provide this specialty item for their employees.)

iii. Head Protection

- Employees must be provided and use an appropriate protective helmet when working in areas where there is a potential for injury to the head from bump hazards and falling objects.
- Employees must use a protective helmet designed to reduce electrical shock hazard when near exposed electrical conductors which could contact the head.
- Head protection must meet ANSI Z89.1 standards.

iv. Foot Protection

- Employees must be provided and use protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, objects piercing the sole, chemical hazards, and where an employee's feet are exposed to electrical hazards. *(For example, material handling, inventory control and operations where weights of 20 or more pounds are routinely handled are instances when foot protection would be required.)*
- Open toe shoes are prohibited in areas where foot hazards are present.
- Foot protection must meet ASTM F2413 standards.

(Please note that employers are not responsible for purchasing safety shoes, unless employee's contract dictates such requirement. Employers, however, are required to make sure appropriate foot protection is being used as the hazard dictates.)

v. Hand Protection

- Employees must be provided and use appropriate hand protection when hands are exposed to hazards such as those from skin absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.
- Hand protection must be available in sizes to accommodate all employees.
- Latex gloves are not recommended due to potential allergenic issues per the EHS and Student Health Services' [Restriction on Latex Glove Use](#).
- Glove selection guides are available on the [EHS website](#) under Personal Protective Equipment.

vi. Body Protection

- Employees must be provided and use appropriate body protection when exposed to hazards such as those from absorption of harmful substances; severe cuts or lacerations; severe abrasions; punctures; chemical burns; thermal burns; and harmful temperature extremes.

vii. Electrical PPE and Protective Clothing

- Use of electrical PPE and protective clothing must be in compliance with OSHA standards and the University's [Electrical Safety Program](#).

viii. Respiratory Protection

- *Mandatory Use of Respirators*
 - *Mandatory use* is defined as being exposed to a known respiratory hazard, exceeding documented exposure levels, or being told by the employer or EHS that respirator use is required.
 - *Mandatory use* of any respirator, including filtering facepiece respirators (aka, dust masks or N95s), requires compliance with the University's [Respiratory Protection Program](#).
 - Before assigning a respirator to an employee, supervisors must ensure that the employee has been medically evaluated, trained, and fit-tested to the respirator he/she is assigned.
 - Medical evaluations are required annually for all respirators except filtering face-piece respirators which require medical evaluations every 3 years.
 - Medical evaluations are conducted by having the employee complete a questionnaire which is then reviewed by a physician or other licensed healthcare professional:

- Medical evaluation instructions for [faculty and staff](#),
 - Medical evaluation instructions for [student employees](#)
 - Training and fit-testing by EHS is required annually for all respirators, including filtering facepiece respirators, aka dust masks/N-95's (see [Respirator Training Schedule](#)).
 - *Voluntary Use of Respirators*
 - Voluntary Use of filtering facepiece respirators (aka, dust masks or N95s) is allowed provided that:
 - the use is an employee's personal choice, for comfort purposes only;
 - no known respiratory hazard nor overexposure to a contaminant exists; and
 - neither the employer nor EHS has identified that the use is required.
 - Training is required and is available online (see [Voluntary Use of Dust Masks Online Training](#) or may be provided by Supervisors utilizing the [Voluntary Use of Dust Masks Training Form](#)).
 - Voluntary use of other types of respirators requires inclusion in the University's [Respirator Program](#), with medical evaluation, training and fit-testing.
- ix. Hearing Conservation
- Use of hearing protection must be in accordance with the OSHA Noise Standard and the University's [Hearing Conservation Program](#).
 - PPE, such as ear plugs, are highly recommended in any noisy environment, even when OSHA exposures are not exceeded.
 - Noise-canceling ear muffs with radios or MP3 input may be permitted in some instances after review by EHS.

X. Emergency Equipment & Egress

- i. Eyewash and Shower Equipment
- Worksites that contain corrosive materials (pH <2 and >11.5) must have adequate eyewash and/or shower equipment for emergency use.
 - Emergency Eyewash and Shower stations must be located within 10 seconds of uninterrupted walk, free of obstacles, and located on the same level as the hazard.
 - Signage near eyewash and shower stations is clearly visible.
 - Plumbed eyewash stations should be tested weekly and documented, whether it's on the manufacturer's tag or posted calendar.
 - Emergency Eyewash and Shower equipment must meet ANSI Z358.1 standards.

ii. Fire Extinguishers and Alarms

- Fire extinguishers and fire alarms must be accessible and unobstructed.
- Fire extinguishers must only be used by properly trained individuals.
- Contact the [UConn Fire Department](#) for further information on fire safety.

iii. Sprinkler System Clearance

- An 18 inch clearance zone must be maintained beneath fire sprinkler systems.
- The 18-inch vertical clearance requirement is treated as a horizontal plane throughout the storage area or worksite. All materials must be stored below this horizontal plane.
- The clear space between stored materials and the sprinkler deflectors allows discharge from sprinklers to overlap and pre-wet combustibles to effectively contain a fire.

iv. Egress

- Exit doors must be unlocked and unobstructed.
- Routes of egress (exits, aisles, hallways and stairways) must be free of obstructions.

v. First Aid Kits

- If first aid kits are provided in a department, they must be adequately maintained (e.g., check expiration dates). ANSI/ISEA Z308.1-2009 includes a basic list of recommended contents. Departments should evaluate their own needs to determine necessity and available supplies.

XI. Engineering Controls

i. Workplace Hazard Controls

- Adequate workplace controls must be in place to eliminate or reduce exposure to hazards.
- For each hazard, **one or more** of the following workplace controls must be implemented (listed in order of preference):
 - Elimination or substitution (i.e., remove the hazard)
 - Engineering Controls (e.g., ventilation, guarding, enclosures, etc.)
 - Administrative Controls (e.g., operation-specific procedures, job rotation, timing of work, employee training, warning signs, etc.)

- Personal Protective Equipment (e.g., gloves, respirators, hard hats, safety glasses, etc.) *Note: this is the least effective way to control hazards, other types of controls should be employed first.*

ii. Machine Guarding

- Machinery and equipment with ingoing nip points, rotating parts, flying chips and sparks must be properly guarded. E.g., no exposed belts, gears, pulleys, shafts, flywheels, rotating tool chucks or other moving parts or points of operation.
- Bench grinder benches must be adjusted to no greater than 1/8 inch from wheel; tongue guards adjusted no greater than ¼ inch from wheel.

iii. Local Exhaust Ventilation

- Local exhaust ventilation (LEV) is a primary method of engineering control of airborne hazards. If ventilation is in place, it must be maintained properly and be in good working order, following manufacturers' instructions.
- LEV's with extendable arms must have proper placement of the hoods to ensure capture of airborne contaminants. The hood placement should not exceed 1.5 duct diameters of the extendable arms.
- LEV's must be vented outdoors or into external collection devices such as dust collectors. Recirculating LEV's, exhausted indoors is not advised.

XII. Miscellaneous

i. Powered Industrial Trucks

- UConn worksites that employ lift trucks must do so in accordance with UConn's [Powered Industrial Truck Program](#).
- Operators of lift trucks must receive a Lift Truck Operator Endorsement from EHS, and carry it with them whenever they operate a lift truck.
- Periodic evaluations and any necessary refresher training must be conducted and documented to maintain a Lift Truck Operator's Endorsement.
- Lift truck inspections must be performed each shift the lift truck is used using the appropriate [Lift Truck Operator's Pre-Operation Checklist](#).

XIII. Additional Criteria

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- EHS reserves the right to cite workplaces for unsafe work practices and/or conditions that fall outside of the listed inspection criteria.
 - Outside contractors or other groups within UConn or EHS may be consulted when further expertise is required to achieve safe working conditions.

APPENDIX A

GENERAL WORKPLACE HEALTH & SAFETY INSPECTION CHECKLIST

Department:		Location:		
Supervisor:		Inspector:	Date:	
QUESTION		YES	NO	N/A*
A. DOCUMENTATION				
A.01	CONN-OSHA's Job Safety & Health Protection Poster posted			
A.02	Department-specific written HazCom Program info (Appendix A) in place and up-to-date			
A.03	HazCom Program (copy of written program) is readily accessible to employees			
A.04	Annual review of HazCom program conducted			
A.05	Hazardous chemical inventory addresses hazardous chemicals under the HazCom program and is accessible			
A.06	M(SDS) available and accessible for all hazardous chemicals			
A.07	Workplace Hazard Assessment(s) accessible and current			
A.08	Workplace Hazard Assessment identifies hazards, describes hazards, indicates appropriate PPE and is certified.			
A.09	Employee training is current and complete for affected personnel			
A.10	OSHA Noise Standard posted (when applicable)			
A.11	Periodic Lockout-Tagout Inspections performed (when applicable)			
A.12	Machine-Specific Lockout-Tagout Procedures developed (when applicable)			
A.13	Lift Truck Operator Endorsement in effect and carried by operator (when applicable)			
A.14	Lift Truck Operator Evaluations documented (when applicable)			
A.15	Lift Truck Inspections documented for each shift lift truck is used (when applicable)			
A.16	Other Documentation observations satisfactory?			
Notes:				
B. HOUSEKEEPING				
B.01	Work areas clean, dry, orderly and no trip hazards			
B.02	Storage shelves/racks stable and materials stored safely			
B.03	Floors, elevated surfaces, and floor openings are properly guarded or covered			
B.04	Portable ladders maintained in good, workable condition, step ladders not exceeding 20 feet			
B.05	Ladder manufacturer's labels with rating information present and legible			
B.06	Other Housekeeping observations satisfactory?			

Notes:

C. CHEMICAL SAFETY

C.01	Chemical containers, including secondary containers and stationary/piping systems, have legible, original or OSHA-compliant labels			
C.02	Corrosives stored below eye level			
C.03	Incompatible materials stored separately from each other			
C.04	Chemical containers closed when not in use			
C.05	Secondary containment bins present as necessary and able to contain 110% of volume of the largest container			
C.06	Flammables in excess of 25 gallons stored in rated flammable cabinet/refrigerator			
C.07	Flammable storage areas labeled as such or with a red flammable diamond sticker or a sign saying "Flammable Storage"			
C.08	Flammables/aerosol cans stored away from heat/ignition sources			
C.09	Flammable storage cabinet contents do not exceed 55 gal. (or as per UCFD/EHS)			
C.10	Other Chemical Safety observations satisfactory?			

Notes:

D. WORK PRACTICES

D.01	Compressed Gas Cylinders stored upright in well-ventilated area; securely fastened or secured in cage, with label easily read			
D.02	Compressed Gas Cylinders—cap or regulator in place, valves accessible			
D.03	Compressed Gas Cylinders— kept away from ignition sources			
D.04	Compressed Gas Cylinders— incompatible gases (e.g., O ₂ & acetylene) stored ≥20 ft. apart or separated by ≥5 ft. high firewall with ½ hour fire rating, except while in use (only 1 oxy-acetylene cart per worksite allowed)			
D.05	Compressed Gas Cylinders— empty and full cylinders stored separately			
D.06	Compressed Gas Cylinders – secured while in transport			
D.07	Procedures to address chemical spills in place			
D.08	Employees know the location of electrical panels/disconnect switches/e-stops			
D.09	Circuit breakers labeled properly			
D.10	Electrical panels/disconnect switches/e-stops unobstructed; 3 feet clearance maintained in front of electrical panels			
D.11	Electrical boxes have covers in place and not damaged			
D.12	Electrical cords in good condition – no damaged insulation exposed wires or missing ground plugs			
D.13	Extension cords used only on a temporary basis			
D.14	Multi-tap power strips are used in a way that does not exceed their ratings			
D.15	Extension cords, multi-taps, or combinations are not linked together (daisy-chaining)			

D.16	Electrical cords do not run through doors, walls or partitions, under rugs, or above drop ceilings; they are not tied in knots, draped overhead or attached to building structures			
D.17	Electrical circuits not overloaded; multi-tap wall outlets not in use			
D.18	Live parts effectively insulated or physically guarded			
D.19	GFCIs installed or in use in wet environments			
D.20	Areas/equipment with high noise have been surveyed			
D.21	Radios and personal music systems are not used in labeled high noise area or with labeled high noise equipment			
D.22	Employees follow LOTO procedures			
D.23	Employees use proper locks and tags when performing LOTO			
D.24	Other Work Practice observations satisfactory			

Notes:

E. WASTE MANAGEMENT

E.01	Hazardous waste labeled as "Hazardous Waste" with full chemical names			
E.02	Hazardous waste containers in good condition with tight-fitting caps/lids			
E.03	Designated hazwaste storage areas labeled "Satellite Accumulation Area"			
E.04	Volume of total hazwaste is <55 gallons			
E.05	Waste is stored with appropriate secondary containment			
E.06	Oily rag waste stored in covered, labeled metal cans			
E.07	Incompatible wastes properly segregated (e.g., secondary containment bins)			
E.08	CFLs stored and labeled properly (Universal Waste w/accumulation date)			
E.09	Other Hazardous Waste observations in compliance			

Notes:

F. PERSONAL PROTECTIVE EQUIPMENT

F.01	PPE as identified on the Workplace Hazard Assessment is present and in use			
F.02	PPE maintained in sanitary and reliable condition			
F.03	PPE observed at time of inspection is appropriate to hazards			
F.04	Respirator use complies with the University's Respirator Program			
F.05	Other PPE observations satisfactory?			

Notes:

G. EMERGENCY EQUIPMENT & EGRESS

G.01	Worksites with exposure to corrosives have proper emergency eyewash/shower equipment			
G.02	Functional eyewash/shower stations within 10 seconds of uninterrupted walk			
G.03	Signage near eyewash/shower clearly visible			
G.04	Plumbed eyewash stations tested weekly and documented			
G.05	Fire extinguishers and fire alarms, as designated, accessible and unobstructed			

G.06	Sprinkler systems have 18 inch vertical and horizontal clearance zones			
G.07	Exit doors unlocked and unobstructed			
G.08	Routes of egress (exits, aisles, hallways and stairways) free of obstructions			
G.09	If first aid kits available for self-administration, then maintained			
G.10	Other Emergency Equipment & Egress observations satisfactory?			
Notes:				
H. ENGINEERING CONTROLS				
H.01	Machinery and equipment with ingoing nip points, rotating parts, flying chips and sparks properly guarded.			
H.02	Bench grinder benches adjusted to no greater than 1/8 inch from wheel; tongue guards adjusted no greater than ¼ inch from wheel.			
H.03	Local exhaust ventilation (LEV) in working order			
H.04	LEV with extendable arms – hood placement does not exceed 1.5 duct diameters			
H.05	LEV – exhausted outside of building or to an external air cleaner			
H.06	Other Engineering Controls observed satisfactory?			
Notes:				
I. ADDITIONAL CRITERIA				
I.01	Other health and safety observations satisfactory?			
I.02	Other health and safety observations satisfactory?			
I.03	Other health and safety observations satisfactory?			
Notes:				

***N/A—Not Applicable or Not Assessed**