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|  |  |  |  |  |  |
|  | **Professor:** |   |
|  | **Campus Location:** |   |
|  | **Department:**  |   |
|  | **Building:** |   |
|  | **Room(s):** |   |
|  | **Lab/Space type: Academic Research**  |  **Mix** |
|  | **Surveyor:** |   |
|  | **Date Surveyed:** |   |
| **#** | **Administrative Plans/Materials** | **Yes** | **No** | **n/a** | **Notes** |
| **1** | Do personnel have access to the current version of the WWU Chemical Hygiene Plan (CHP)? |   |   |   |   |
| **2** | Has studio-specific information been added to the CHP? |   |   |   |   |
| **3** | Do personnel have access to written Standard Operating Procedures (SOPs) or Standard Operating Guidelines (SOGs) that document safety procedures? |   |   |   |   |
| **4** | Do all personnel know how and when to report incidents, spills, and near misses? |   |   |   |   |
| **5** | Was a safety self-inspection completed within the last year? |   |   |   | Implement for 2022 |
| **6** | Are hazard assessments documented and reviewed for new work and updated annually? |   |   |   |   |
| **#** | **Signage** | **Yes** | **No** | **n/a** | **Notes** |
| **7** | Are emergency contact numbers of staff and professors, including after-hours numbers posted within the studio? |   |   |   |   |
| **8** | Is a current room hazard sign posted outside the entrance to the space? |   |   |   |   |
| **10** | Is there additional signage for other hazards (kilns, foundries, etc.)? |   |   |   |   |
| **11** | Is there a floor plan available documenting location of safety-related equipment? |   |   |   |   |
| **12** | Are the Spill and Exposure Response Posters, emergency flip book, and building evacuation routes placed in prominent, accessible locations? |   |   |   |   |
| **#** | ***Hazard Communication*** | **Yes** | **No** | **n/a** | **Notes** |
| **13** | Has the studio's chemical inventory been reviewed and updated in Chimera within the last year? |   |   |   |   |
| **14** | Can personnel readily access specific safety data sheets (SDS) virtually through Chimera or via hardcopy? |   |   |   |   |
| **15** | Are all containers (including secondary and transfer containers) clearly labeled with their contents and primary hazard(s)? |   |   |   |   |
| **#** | **Training** | **Yes** | **No** | **n/a** | **Notes** |
| **16** | Has a safety training assessment been completed for personnel? |   |   |   |   |
| **18** | Has studio-specific training been completed and documented? |   |   |   |   |
| **19** | Are regulated trainings documented with EHS? Respirator fit testing? Shipping HazMats?  |   |   |   |   |
| **#** | **Personal Protective Equipment** | **Yes** | **No** | **n/a** | **Notes** |
| **20** | Has a PPE Hazard Assessment Guide been completed for all activities? |   |   |   |   |
| **21** | Have personnel completed PPE training? |   |   |   |   |
| **22** | Are supplies of minimum PPE required available to all personnel? |   |   |   |   |
| **23** | Are long pants and close toed shoes worn by all personnel when handling chemicals and hazardous equipment? |   |   |   |   |
| **#** | **Emergency Kits and Washes** | **Yes** | **No** | **n/a** | **Notes** |
| **24** | Are eyewashes and showers accessible within ~10 seconds (50ft) in spaces where chemical hazards are present? |   |   |   |   |
| **25** | Are eyewashes and showers free of obstructions? |   |   |   |   |
| **26** | Does the studio have access to a chemical spill kit in spaces where chemical hazards are present? |   |   |   |   |
| **27** | Do personnel have access to a fully stocked Class A (or better) first-aid kit? |   |   |   |   |
| **28** | Are eyewashes flushed on a weekly basis and is flushing documented? |   |   |   |   |
| **#** | **Food, Beverage, Cosmetics** | **Yes** | **No** | **n/a** | **Notes** |
| **29** | Are food, drinks, and cosmetics application prohibited from studios where chemicals and hazardous/toxic paints are present? For offices within studio spaces, are there clearly designated food/drink areas by sign and/or tape? |   |   |   |   |
| **31** | Are fridges, microwaves, etc. labelled 'only for food use' or 'only for chemical use'? |   |   |   |   |
| **#** | **Ventilation** | **Yes** | **No** | **n/a** | **Notes** |
| **32** | Is the studio negatively pressurized compared to the hallway/exterior? (low hazard to high hazard) |   |   |   |   |
| **33** | Are engineering controls (snorkels, local exhaust) used for processes that emit or produce gasses, vapors, fumes, and dusts? |   |   |   |   |
| **#** | **Hazardous Waste and Disposal** | **Yes** | **No** | **n/a** | **Notes** |
| **35** | Are incompatible chemical wastes segregated by hazard class? |   |   |   |   |
| **36** | Are containers in good condition and compatible with their contents? |   |   |   |   |
| **36** | Are chemical waste containers labeled with a completed WWU hazardous waste label? |   |   |   |   |
| **37** | Are wastes dated and scheduled for pickup when ~3/4 full? |   |   |   |   |
| **38** | Are all waste containers stored with lids closed when not in active use? |   |   |   |   |
| **39** | Are liquid waste containers stored in secondary containment? |   |   |   |   |
| **42** | Are non-biohazardous sharps collected in a sharps container that either has no biohazard label or has the biohazard label defaced? Is it clearly indicated that no biohazardous sharps should be placed in these containers? Are they scheduled for pickup and not overfilled?  |   |   |   |   |
| **43** | Is glass waste placed in sturdy cardboard boxes? |   |   |   |   |
| **#** | **Paint and Chemical Use and Storage** | **Yes** | **No** | **n/a** | **Notes** |
| **44** | Are hazardous material quantities within limits allowed by the fire code? |   |   |   |   |
| **45** | Are corrosive chemicals stored below eye-level? |   |   |   |   |
| **46** | Are flammable liquids stored in a refrigerator in an approved flammable/explosion-proof fridge? |   |   |   |   |
| **47** | Are paints and chemicals stored away from sinks, or in suitable secondary containment to prevent a spill into the sink? |   |   |   |   |
| **48** | Are incompatible chemicals segregated when stored? |   |   |   |   |
| **49** | Are hazardous material storage cabinets utilized properly, labeled, and in good condition? |   |   |   |   |
| **50** | Are all paint and chemical containers in good condition (not corroded, leaking)? |   |   |   |   |
| **51** | Are all paint and chemical containers closed? |   |   |   |   |
| **52** | Are corrosives stored away from metals, particularly pipes? |   |   |   |   |
| **53** | Are paints and chemicals stored on the floor in DOT approved carboys, metal containers, or glass containers with secondary containment? |   |   |   |   |
| **54** | Are opened peroxide forming chemicals labeled with the date they were opened and an expiration date? |   |   |   |   |
| **55** | Is the lab free of deteriorated, old, and unwanted paints and chemicals? |   |   |   |   |
| **#** | **Compressed Gas, Cryogens** | **Yes** | **No** | **n/a** | **Notes** |
| **56** | Are highly toxic gases stored in a gas cabinet, ventilated enclosure, or fume hood? |   |   |   |   |
| **57** | Are incompatible gas cylinders stored at least 20 feet apart? |   |   |   |   |
| **58** | Are gas cylinder valve protection caps in place when cylinders not in use? |   |   |   |   |
| **59** | Are compressed gas cylinders secured to prevent falling and tipping? |   |   |   |   |
| **60** | For flammable gases in use, are flashback arrestors used? Required for oxy-acetylene/oxy-LPG cutting, welding, brazing, heating. |   |   |   |   |
| **#** | **Pressure Vessels** | **Yes** | **No** | **n/a** | **Notes** |
| **64** | Are pressure vessels approved for their operating pressure? |   |   |   |   |
| **65** | Are pressure vessels ≥15sqft and operating at ≥15psi authorized and inspected by a licensed professional every 2 years? |   |   |   |   |
| **#** | **House Keeping and General Safety** | **Yes** | **No** | **n/a** | **Notes** |
| **66** | Is a sink with soap available for handwashing and not overcrowded with glassware and other materials? Are paper towels available? |   |   |   |   |
| **67** | Is the studio free of slip and trip hazards? |   |   |   |   |
| **68** | Is the studio clean and organized providing sufficient work space in order to prevent spills, accidents, and other preventable incidents? |   |   |   |   |
| **69** | Are smocks and other washable materials regularly laundered by Aramark? |   |   |   |   |
| **70** | Are dishes and materials used for food and drink not used for paints, pigments, chemical use? |  |  |  |  |
| **71** | Is PPE not worn outside of studios? |   |   |   |   |
| **72** | If hazardous materials are being transported within or between campus buildings, are they transported in secure and suitable secondary containment? |   |   |   |   |
| **73** | In areas where dusts and fine particles are present, are floors and work surfaces wet mopped daily? |  |  |  |  |
| **#** | **Electrical Safety** | **Yes** | **No** | **n/a** | **Notes** |
| **73** | Are electrical panels accessible? |   |   |   |   |
| **74** | Are extension cords only used for temporary wiring and not run under carpets, doors, and through walls? |   |   |   |   |
| **75** | Extension cords and power strips are not chained together? |   |   |   |   |
| **76** | Exposed wiring and electrical cords in poor condition are not in use? |   |   |   |   |
| **77** | Ground fault circuit interrupters (GFCIs) in use in potentially wet locations? |   |   |   |   |
| **78** | Equipment with high amperage needs such as motors and ovens are plugged directly into wall receptacle? |   |   |   |   |
| **#** | **Fire Safety and Prevention** | **Yes** | **No** | **n/a** | **Notes** |
| **79** | Is there at least 18" clearance between stored items and fire sprinkler systems? |   |   |   |   |
| **80** | Do suspended ceilings have all tiles in place? |   |   |   |   |
| **81** | Are studio doors kept closed when unoccupied? |   |   |   |   |
| **82** | Are fire doors controlled by electromagnetic holder or constantly kept closed? |   |   |   |   |
| **83** | Are fire extinguishers available and free from obstructions? |   |   |   |   |
| **84** | Are aisles and exits within the studio space free of clutter and obstructions? |   |   |   |   |
| **#** | **Seismic Safety** | **Yes** | **No** | **n/a** | **Notes** |
| **85** | Are chemical containers, glassware, and potentially hazardous items stored safely on shelves with lips or in a closed cabinet to prevent them from falling in an earthquake |   |   |   |   |
| **#** | **Machinery Safety** | **Yes** | **No** | **n/a** | **Notes** |
| **86** | Is hazardous machinery mounted or secured to prevent moving and tipping? |   |   |   |   |
| **87** | Are moving parts of equipment guarded in order to minimize risk of injury? |   |   |   |   |
| **88** | Is equipment with potential hazards routinely inspected and maintained? |   |   |   |   |
| **89** | Is long hair, loose clothing, jewelry removed/secured/tied back? |  |  |  |  |
| **90** | Does equipment have unobstructed emergency shutoff buttons/switches? |  |  |  |  |
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| **#** | **Add-on Questions, Uncommon Hazards, Other** | **Yes** | **No** | **n/a** | **Notes** |
| **35a** | Are virgin chemicals stored separately from waste? |   |   |   |   |
| **36a** | Does the label list full chemical names? No abbreviations? |   |   |   |   |
| **48a** | Are oxidizers stored away from flammables? |   |   |   |   |
| **48b** | Are acids and bases stored separately? Are organics and inorganics stored separately? |   |   |   |   |
| **48c** | Is nitric acid stored on its own? |   |   |   |   |
| **S5** | If asphyxiant gases are used in enclosed spaces with little to no ventilation, are O2 sensors with alarms present? |   |   |   |   |
| **S7** | Flammable gases are limited to one-month supply of acetylene and hydrogen, one spare cylinder of propane per room, and two-week supply of ethylene oxide? |   |   |   |   |
| **S8** | Are open flames and other heating equipment attended to while in use? |   |   |   |   |
| **S9** | Does clay storage and mixing take place in a separate room from other handling? |  |  |  |  |
| **S10** | Do clay mixers have local exhaust?  |  |  |  |  |
| **S11** | Is clay not added to the mixer while blades are turning? |  |  |  |  |
| **S12** | If lead glazes are present, have hazards been properly conveyed that they should not be used for food-ware/cookware? Similarly for other colorants that may be carcinogens/heavy metals/toxics? Is this labelled/indicated on the final product? If ceramicware does not pass lead leaching tests, it must have the following permanently fired decal, “NOT FOR FOOD USE - MAY POISON FOOD. FOR DECORATIVE PURPOSES ONLY." OR a hole may be drilled so that it cannot be used for liquids and foods. |  |  |  |  |
| **S13** | Are infrared goggles or handheld welding shields worn when looking into kilns? |  |  |  |  |
| **S14** | Are flammable and combustible materials not stored in kiln areas? |  |  |  |  |
| **S15** | Are gas and kiln shutoffs unobstructed? Do users know how to shut off kiln in an emergency? |  |  |  |  |
| **S16** | If dry mixing of pigments occurs, is mixing done in a glove box or fume hood? |  |  |  |  |
| **S17** | When working with solvent-based paints, is there suitable ventilation? Setting up an easel ~3ft from a window with a fan exhausting air out is sufficient. |  |  |  |  |
| **S18** | Is a spray booth used for all airbrush, spray cans, and spray guns? |  |  |  |  |

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| **Additional Surveyor Notes** |
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**Lab Survey Rating:**

|  |  |
| --- | --- |
| **Surveyor Signature** | **Report Date** |
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