



MSU Workplace Self-Inspection Checklist

Date: _____ Conducted By: _____

Bldg: _____ Room: _____ Dept: _____

Room Supervisor (PI if applicable): _____

Safety and Risk Management recommends that an official Self-Inspection is conducted Annually for each space. SRM also recommends that you perform this Self-Inspection prior to any schedule Workplace Inspection. This is not a substitute for continual supervision and improvement, but rather a snapshot of proficiencies and deficiencies. Not all code violations are listed here, only the most common. If you have any questions regarding these items or other workplace requirements, please contact SRM at 994-7760.

Yes = No violation of the code listed

N/A = Not Applicable in your workspace

No = Violation of the code is noted

Comments = Any Comments you would like us to take into consideration.

CTI = Corrected at the Time of Inspection

Item	Code Description	Yes	No	CTI	N/A	Comments
1	Fire/Life Safety					
1.1	Electrical rooms are found to be free of storage and clutter, with no combustibles found in the area. [2009 IFC 315.2]					
1.2	Electrical panels have 36" of clear space for emergency access. [2009 IFC 605.3]					
1.3	Electrical cords are in good condition and do not extend under doorways where they are exposed to excessive wear. [2009 IFC 605.1 2009 IFC 605.5]					
1.4	Multi-plug adapters are all in conformance with NFPA 70. [2009 IFC 605.4, NFPA 70]					
1.5	Extension cords and flexible cords shall not be a substitute for permanent wiring. They shall be used only with portable appliances, and plugged into approved receptacles. [2009 IFC 605.5]					
1.6	All electrical sockets near a liquid source or area where liquids are used are protected by GFCI. [2009 IFC 605.1, 29 CFR 1910.303]					
1.7	Emergency lights function within the time specified for the type and duration required during an emergency. [2009 IFC 604.3]					
1.8	Emergency exits and corridors are not obstructed to allow for emergency egress and access. [2009 IFC 1003.6, 1910.37]					
1.9	Walkways and Aisles are uncluttered and free from tripping hazards. [2009 IFC 1018.3, 2009 IFC 315, 29 CFR 1910.22, 29 CFR 1910.176(c)]					
1.10	Housekeeping - all places of employment, passageways, storerooms, and service rooms are clean and orderly and in a sanitary condition. [29 CFR 1910.22]					
1.11	Fire extinguisher access is not restricted. [2009 IFC 906.6]					

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1.12	Fire extinguishers are wall mounted with their tops no higher than 5' off the ground. [2009 IFC 906.7, 2009 IFC 906.9]					
1.13	Fire Extinguishers have a current certification tag. [2009 IFC 906.2 and NFPA 10]					
1.14	18" of clearance is maintained from sprinkler head deflectors. [2009 IFC 315.2.1, 29 CFR 1910.159]					
1.15	24" of clearance is maintained from ceiling in non-sprinkled areas. [2009 IFC 315.2.1]					
1.16	Emergency Flushing Equipment is located in areas that are accessible within 10 seconds (55'). [ANSI Z358.1, 29 CFR 1910.151(c)]					
1.17	An unobstructed path to emergency showers and eyewash stations is maintained, including 6' of clear space in front of the station. [ANSI Z358.1, 29 CFR 1910.151]					
1.18	Eyewash stations are activated weekly (recommended 30 seconds) until all debris is removed and water runs clear and test is recorded on hang tag. [ANSI Z358.1, 29 CFR 1910.151(c)]. SRM will provide record tags upon request.					
1.19	Emergency Showers are activated weekly and documented on hang tags. [ANSI Z358.1, 29 CFR 1910.151]					
1.20	Shelving is equipped with restraints (lips, wires, or other barriers) to prevent items stored from falling off and secured to prevent racks from falling. [2009 IFC 3404.3.3.5.2, 29 CFR 1910.106, 29 CFR 1910.36, 29 CFR 1910.37, 29 CFR Section 5 - Duties]					
1.21	Confined Spaces are labeled appropriately. [29 CFR 1910.146]. SRM will provide appropriate signage upon request.					
1.22	Hazard Warning Signage is appropriate for entry into area with hazards or potential hazards. [29 CFR 1910.1200, 29 CFR 1910.1450, 29 CFR Section 5 Duties]					
1.23	NFPA Placard is present outside all entry doors and current. [NFPA 704]					
1.24	Emergency Contact information is posted outside all entry doors where hazards are present. [29 CFR 1910.1200, 29 CFR 1910.1450, 29 CFR Section 5 - Duties]					
1.25	Adequate First Aid supplies are readily available. [29 CFR 1910.151(b)]					
1.26	Dryer is on preventative maintenance schedule to prevent lint build-up. [2009 IFC 1303.2, NFPA 1 - 11.5.1.11.1]					
2	PPE/Clothing					
2.1	Appropriate attire for working conditions is donned. [29 CFR 1910.132, 29 CFR 1910.1450]					

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2.2	PPE use is consistently observed while in restricted areas or while working with hazardous materials. [29 CFR 1910.132]					
2.3	PPE is available to all employees and visitors. [29 CFR 1910.132]					
3 General Laboratory Safety						
3.1	Food, Beverages and cosmetics are not present in areas of potential exposure (Refrigerators, labs, incubators, etc.). [29 CFR 1910.1450]					
3.2	Benchtops and work surfaces are clean and free of clutter. [29 CFR 1910.1200]					
3.3	Fumehoods and Biosafety cabinets are not overfilled and have appropriate ventilation [29 CFR 1910.1450, 29 CFR 1910.1030]					
3.4	Fume hood has a current certification. [ANSI/ASHRAE 110-1995]					
3.5	Biological Cabinet has a current certification. [ANSI/ASHRAE 110-1995]					
3.6	Hoods have sashes in lowered position during reactions for physical barrier protective purposes. [29 CFR 1910.1450, NFPA 45 8.8.3]					
3.7	Compressed gas cylinders are standing up, and secured down with a chain or similar restraint. [2009 IFC 3003.5.3]					
3.8	Compressed gas cylinders properly labeled. [2009 IFC 3003.4.1]					
3.9	Cylinders not in use are not stored in the laboratory unit. [NFPA 45 11.1.6.4]					
3.10	Waste and broken glassware is disposed of properly, not overfilled. [29 CFR 1910.1030, 29 CFR Section 5 Duties]					
4 Radioactive Materials Safety						
4.1	Radioactive Survey Meters are calibrated annually. [10 CFR 20]					
4.2	Areas, rooms, and storage areas where radioactive materials are/could be found are labeled appropriately. [29 CFR 1910.1096]					
4.3	Radioactive User Agreement is posted and current. [MSU SRM Policy]					
5 Chemical						
5.1	Current SDS/MSDS sheets for all chemicals and hazardous substances are accessible to all employees. [29 CFR 1910.1200]					
5.2	Chemical Hygiene Plans are completed, current, and posted in a conspicuous location accessible to all employees. [29 CFR 1910.1200, 29 CFR 1910.1450]					
5.3	Chemical inventories are current. [29 CFR 1910.1450, 29 CFR 1910.1200, NFPA 704]					

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5.4	Chemical inventories in each laboratory unit shall be maintained within the maximum allowable quantities specified (specifically flammables and corrosives) in the applicable fire code or building code except as modified in NFPA 45 Chapter 10 for buildings with more than 3 stories. [NFPA 45 9.2.3.1]					
5.5	All chemicals are properly labeled. [29 CFR 1910.1200, NFPA 45 9.2.3.4]					
5.6	Chemicals are dated when opened, or received, as appropriate (Peroxide forming agents in particular). [29 CFR 1910.1200, NFPA 45 9.2.3.4]					
5.7	Chemical storage containers are in good condition and not degraded. [29 CFR 1910.1200, 29 CFR 1910.1450]					
5.8	Water reactive chemicals are not stored near a water source. [29 CFR 1910.1200]					
5.9	Chemicals are stored according to compatibility. [29 CFR 1910.1450, NFPA 45 9.2.3.2]					
5.10	Flammable chemicals are stored in flammable cabinets appropriately. [29 CFR 1910.1450, NFPA 45 9.2.3.3]					
5.11	Storage of chemicals in the fume hood shall be prohibited. [NFPA 45 9.2.3.7]					
5.12	Rated refrigerators shall be used for flammable liquid storage where required below ambient temperatures. [NFPA 45 12.2.2]					
5.13	Hazardous Waste containers shall be in good condition, labeled and have closed lids. [NFPA 45]					
5.14	Hazardous Waste shall be stored and mixed only if they are determined to be compatible by a qualified person. [NFPA 45]					
5.15	Hazardous Waste shall be stored in secondary containment and are not stored near a drain. [29 CFR 1910.1200, NFPA 45]					
6	Biological Safety					
6.1	Biological waste is stored in appropriate Bio-waste hard-sided containers/plastic containers lined with biohazard red bags. [29 CFR 1910.1030]					
6.2	Used syringes are placed safely in appropriate sharps containers for disposal. [29 CFR 1910.1030]					
6.3	Containers used to store or transport blood or OPIM are labeled as such. [29 CFR 1910.1030]					
6.4	Equipment exposed to blood or OPIM is labeled appropriately. [29 CFR 1910.1030]					
6.5	Refrigerator or Freezer containing OPIM or Biohazardous materials labeled appropriately. [29 CFR 1910.1030]					
6.6	Sharps containers or other biohazard red contains are not overfilled. [29 CFR 1910.1030(d)]					

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7 Industrial Safety						
7.1	Ladders present are rated for use and constructed of appropriate materials. [29 CFR 1910.25]					
7.2	Machines and power tools are guarded appropriate to prevent injury. [29 CFR 1910.212]					
7.3	Engineered and power assisted tools are available and used when necessary. []					
8 Training						
8.1	Employees working in laboratory settings have received appropriate Laboratory Safety trainings. [29 CFR 1910.1450]					
8.2	Personnel have received lab specific safety and procedural trainings. [29 CFR 1910.1450]					
8.3	Employees working around Hazardous Chemicals have received Hazard Communication Training. [29 CFR 1910.1200]					
8.4	Employees that work with Hazardous Chemicals shall have received hazard training on the chemicals, including the SDS. [29 CFR 1910.1200, 29 CFR 1910.1450, 29 CFR Section 5 - Duties]					
8.5	Employees that work around hazards necessitating PPE shall have received training on PPE selection, use, and inspection. [29 CFR 1910.132]					
8.6	Employees working with Radioactive Materials have received Radioactive Materials Safety training. [10 CFR Part 20]					
8.7	Employees working with Asbestos containing materials have received an appropriate level of Asbestos training. [29 CFR 1910.1001, 29 CFR 1926.1101]					
8.8	Employees operating aerial devices or forklifts have received the appropriate training [29 CFR 1926.454, 29 CFR 1910.178]					
8.9	Employees necessitating respirator protection are under medical surveillance and have received respirator training for their device. [29 CFR 1910.134]					
8.10	Employees shall have received annual training on portable Fire Extinguishers in areas where they are located. [29 CFR 1910.157]					
9 Observations/Recommendations						
9.1	Chairs on casters all have a minimum of 5 casters and appear to be in good working order.					
9.2	Employees have and utilize ergonomic tools to prevent musculoskeletal injuries.					
9.3	Employees that perform repetitive motions shall have breaks throughout the day, or have other intermittent tasks to prevent injuries.					