

Material Sciences Division PI Walkthrough Checklist

Concern	Evaluation Criteria
Housekeeping, Seismic and Emergency Preparedness	<p>Are aisles and exits clean and clear?</p> <p>Are work areas orderly and uncluttered?</p> <p>Do overhead shelves have lips or chains so items will not fall off?</p> <p>Are all tall cabinets, bookcases, etc. secured to the building?</p> <p>Are eyewashes and safety showers clear and available for immediate use?</p> <p>Do employees know the LBNL emergency number and where to meet if the building is evacuated?</p>
Ergonomics	<p>Have computer workstations been evaluated, and corrections made, for proper ergonomic design?</p> <p>Is material handling equipment (handtrucks, dollies, lifts, etc.) available?</p> <p>Are there any other repetitive motion hazards present?</p>
Work Authorizations	<p>Has a MSD Project Hazard Questionnaire been completed for all work?</p> <p>Have EH&S authorizations (AHD, RWA, SSA, etc.) been obtained where necessary?</p> <p>Are all personnel familiar with the requirements of the authorizations?</p> <p>Are all requirements of the authorizations adhered to?</p>
Hazardous Substances	<p>Do all personnel know where to obtain, and how to use, Material Safety Data Sheets?</p> <p>Are all chemical containers labeled with their contents?</p> <p>Have all chemicals been entered into the LBNL Chemical Inventory?</p> <p>Are chemical containers capped and sealed except when actively in use?</p> <p>Are chemicals stored in secure locations?</p> <p>Is secondary containment present for all liquid hazardous substances?</p> <p>Are spill kits available where chemicals are used?</p> <p>Are compressed gas cylinders properly secured and plumbed, including pressure relief?</p> <p>Are flammable materials stored in approved cabinets?</p> <p>Is prescribed personal protective equipment used?</p>
Electrical	<p>Are electrical panels accessible (30" wide, 36" deep, floor to ceiling)?</p> <p>Is permanent wiring provided for all permanent locations?</p> <p>Is factory-built electrical equipment either grounded or double-insulated?</p> <p>Are all electrically-designated surfaces and racks grounded and/or bonded?</p> <p>Has laboratory-built electrical equipment been constructed and tested by a qualified individual?</p> <p>Are all current-carrying components protected against accidental contact?</p>
Engineering Controls	<p>Are fume hoods clean, orderly and unobstructed?</p> <p>Have fume hoods been tested within the previous 24 months?</p> <p>Are all required interlock systems operational and used?</p>