Research Self-Assessment Checklist

Cognizant Space Manager: CS.Manager Phone: 509/376-XXXX
CSM Delegate: CS.Delegate Phone: 509/376-XXXX
Date Created: 01-mar-2004
Last Modified By:CS Delegate
Work Space Phone Number: (509)376-XXXX

Instructions:
1) Print this Self-Assessment Checklist.
2) Assess your workspace and write the answers to the questions on the Checklist.
3) Take required actions to correct any deficiencies noted on the Checklist (i.e. correct deficiency yourself, contact responsible researcher, submit a service request, work with the appropriate Subject Matter Expert, etc.)
5) Sign the Checklist (at the bottom).
5) Send the completed Checklist to your Self Assessment Administrator who will distribute as required and enter a "completion" date. The Self Assessment Administrator will return the original to you for your records.
6) Put your copy of the Checklist in the Laboratory Handbook

General Hazards

#	Yes	No	N/A	Questions
1.	.	.	.	Do all telephones have a sticker with emergency number(s)?
2.	.	.	.	Have the laboratory sink eyewash units been flushed for 5 minutes monthly?
3.	.	.	.	Are work areas clean and orderly? Examples of problems to avoid are: • broken furniture (chairs, stools, cabinets, etc.) • trip hazards (power cords or electric cables across passageways, etc.) • storage of materials in unstable configurations • unsecured cabinets or shelves > 1.5 m tall • top-heavy file cabinets
4.	.	.	.	Are normal electrical hazards minimized? Examples of situations to avoid are: • ungrounded, non-UL listed electrical equipment (non-UL listed equipment should have 3-prong grounded plugs) • multiple outlet strips plugged into multiple outlet strips • obstructed circuit-breaker panels • excessively worn or frayed power cords or other electrical cables
5.	.	.	.	Are all disconnects on permanently installed electrical equipment accessible and labeled with both the power source and the electrical equipment the disconnects supply?
6.	.	.	.	Is all instrumentation and equipment containing electrical potentials >600 V above ground labeled DANGER HIGH VOLTAGE?
7.	.	.	.	Is light adequate for the work being performed in the space?
8.	.	.	.	Are electrical hazards properly guarded and are staff using the guards (and not removing guards from energized electrical equipment without appropriate permits)?
Comments:				
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Fire Hazards

#	Yes	No	N/A	Questions
1.	.	.	.	Are emergency exits operational and clear of obstructions?
2.	.	.	.	Are self-closing devices on doors operational and enabled?
3.	.	.	.	Are non-exits which could be mistaken as exits clearly labeled **Not an Exit**?
4.	.	.	.	Are fire code clearances maintained at all times? Such clearances include: • 45-cm clearance between sprinkler heads and stored materials • 70-cm clearance in routes to exits from labs and offices
5.	.	.	.	If fire extinguishers are present, are they visible and easily accessible?
6.	.	.	.	Are flammable and combustible materials used and stored appropriately? Avoid: • excessive accumulation of flammable or combustible material • storage or use of flammable or combustible materials in areas that could block exit routes • storage of flammable and combustible liquids in locations other than specified, flammable liquids storage cabinets
7.	.	.	.	Is unattended heating equipment, if susceptible to fire or explosion, equipped with a manual reset over-temperature shutoff switch?
8.	.	.	.	Is laboratory heating equipment used to heat, store, or test flammable or combustible liquids or aerosols designed to prevent internal fires or explosions?
9.	.	.	.	Are operating controls, for laboratory heating equipment, accessible under normal and emergency conditions?
Comments:				
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Chemical Hazards

#	Yes	No	N/A	Questions
1.	.	.	.	Have Chemical Process Permits been developed and approved for work involving chemical hazards?
2.	.	.	.	Do the Chemical Process Permits adequately address the chemical hazards of current operations and activities?
3.	.	.	.	Are all staff working with chemicals aware of the chemical process permit and its requirements?
4.	.	.	.	Are the personnel protective equipment and the administrative and engineering controls identified in the Chemical Process Permits (CPP)in place and being used?
5.	.	.	.	Are all chemicals stored properly as defined in the 'Storage of Chemicals' practice?
6.	.	.	.	Are all chemicals labeled properly?
7.	.	.	.	Are all chemicals inventoried in the Chemical Management System (CMS)?
Comments:				
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Hazardous Waste

#	Yes	No	N/A	Questions
1.	.	.	.	Are Satellite Accumulation Areas maintained and managed such that all hazardous and potentially hazardous waste is collected and segregated in appropriate containers.
2.	.	.	.	Are all containers of hazardous or potentially hazardous waste in the SAA: • Identified by a unique container identification number • Have the waste constituents tracked on a waste inventory sheet that includes the: ○ initials of the waste generator

				○ date of any waste additions to the container ○ list of any chemical additions and any applicable weight percents ○ volume of weight of waste added to the container • Labeled with a hazardous waste sticker that identifies the major hazards associated with the container contents.
3.	.	.	.	Are chemical compatible containers used?
4.	.	.	.	Are all waste containers labeled with the required (yellow) Hazardous Waste Label, and is the information on the label complete?
Comments:				
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Cryogens

#	Yes	No	N/A	Questions
1.	.	.	.	Is work with cryogens in this laboratory adequately described by an approved work practice? (e. g. the cryogen practice)
2.	.	.	.	Are cryogens handled in accordance with the work practice?
3.	.	.	.	Is personal protective equipment available, in good condition, and being utilized?
4.	.	.	.	Are cryogens used in adequately ventilated areas?
Comments:				
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Compressed Gases

#	Yes	No	N/A	Questions
1.	.	.	.	Is work with compressed gases in this laboratory adequately described by an approved work practice? (e. g. the compressed gas practice)
2.	.	.	.	Are compressed gases handled in accordance with the work practice? This includes: • securing cylinders to prevent damage to the valve or regulator (table clamps adequately tightened) • installation of protective caps on head valves of cylinders in storage • installation of regulators on head valves of cylinders in use • clear indication of the contents of each cylinder • compressed-gas systems clearly labeled, clamped, and secured • flammable or combustible materials segregated from gas cylinders. • flammable gases separated from oxidizers by 6 meters or an approved fire barrier.
Comments:				
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Toxic Gases

#	Yes	No	N/A	Questions
1.	.	.	.	Is work with toxic gases in this laboratory covered by an approved chemical process permit?
2.	.	.	.	Is the personal protective equipment identified in the approved chemical process permit available and being used?

3.	.	.	.	Are toxic gases handled in accordance with the approved use practices? This includes: • cylinders labeled as to 'Highly Toxic,' 'Toxic,' or 'Compressed Gas' hazard designation • using and storing Highly Toxic and Toxic compressed gases in ventilated gas cabinets
Comments:				
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Low Power Lasers

#	Yes	No	N/A	Questions
1.	.	.	.	Are all lasers properly labeled?
Comments:				
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High Power Lasers

#	Yes	No	N/A	Questions
1.	.	.	.	Are all laser properly labeled?
2.	.	.	.	Has a Laser Use Permit (LUP) been developed and approved for each Class IIIb or Class IV laser system and are the laser systems operated in accordance with the permits?
3.	.	.	.	Do the approved LUPs adequately address the hazards of current operations and activities?
4.	.	.	.	Are the personnel protective equipment and the administrative and engineering controls that are identified in the LUPs in place and being used?
5.	.	.	.	Has a laser interlock operational check been performed to verify the lights and horn function as per the guidance provided in the EMSL practice 'Laser-Interlock System?'
Comments:				
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Extraordinary Electrical Hazards

#	Yes	No	N/A	Questions
1.	.	.	.	Are all exposed conductors at electrical potentials >50 V above ground and > 10J labeled and situated to avoid inadvertent contact by users?
2.	.	.	.	Has an Energized Electrical Work Permit (EEWP) been developed and approved for work involving exposed energized electrical conductors?
3.	.	.	.	Does the EEWP adequately address the electrical hazards of working with the exposed energized electrical conductors?
4.	.	.	.	Are the personnel protective equipment and the administrative and engineering controls identified in the EEWP in place and being used?
Comments:				
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Mechanical-Lifting Devices

#	Yes	No	N/A	Questions
1.	.	.	.	Is work with mechanical-lifting devices in this laboratory adequately described by an approved work practice? (e. g. the mechanical lifting devices practice)
2.	.	.	.	Are the mechanical-lifting devices operated in accordance with the work practice?
3.	.	.	.	Are load capacities posted on all mechanical-lifting devices?
4.	.	.	.	Have users of lifting devices fulfilled the appropriate training requirements?
Comments:				
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Mechanical Power-Transmission Devices

#	Yes	No	N/A	Questions
1.	.	.	.	Are all mechanical power-transmission devices provided with start and stop controls easily accessible by the operator?
2.	.	.	.	Is adequate guarding (as required by PNNL's Machine Guarding SBMS subject area) provided for each mechanical power-transmission device?
3.	.	.	.	Are exposed moving parts on all mechanical power-transmission devices appropriately labeled?
4.	.	.	.	Are remote start/stop controls available where necessary?
Comments:				
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Vacuum Chambers and Systems

#	Yes	No	N/A	Questions
1.	.	.	.	Are all vacuum chambers electrically grounded?
2.	.	.	.	Are pressure-relief devices in use on each identified vacuum system?
Comments:				
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Exposed Surfaces of High and Low Temperatures

#	Yes	No	N/A	Questions
1.	.	.	.	Are all exposed surfaces at temperatures > 50C or < 0C identified?
2.	.	.	.	Are all such surfaces situated to minimize inadvertent contact by users?
3.	.	.	.	Are all exposed surfaces at temperatures > 50C separated from flammable and combustible materials? (eg. hot plates)
Comments:				
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Open Flame

#	Yes	No	N/A	Questions
1.	.	.	.	Does the Open Flame Operations Practice adequately address the hazards of current operations and activities?
2.	.	.	.	Are the personal protective equipment and the administrative and engineering controls identified in the Open Flame Operations Practice in place and being utilized?
3.	.	.	.	Have the users fulfilled the training requirements specified in the Open Flame Operations Practice?
Comments:				
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Personnel Protective Equipment

#	Yes	No	N/A	Questions
1.	.	.	.	Is personnel protective equipment (PPE) appropriate for the hazard?
2.	.	.	.	Is PPE maintained sanitary and in good condition to ensure proper function?
3.	.	.	.	Is selected PPE approved for use at PNNL? (Contact your S&H Representative for assistance)
4.	.	.	.	Are users of PPE aware of the use, limitations, and care of the equipment?
Comments:				
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Cognizant Space Manager:
Date:

One-Over-One (Optional):
Date: