

**Texas Tech University Health Sciences Center  
Safety Services Department  
Health and Safety Review**

**Date of Review:** \_\_\_\_\_

**Department Being Reviewed:**

Department Name: \_\_\_\_\_ Location: \_\_\_\_\_

Unit Safety Officer Name: \_\_\_\_\_ Telephone No: \_\_\_\_\_

**Unit Safety Officer Completing Review:**

Name: \_\_\_\_\_

Department: \_\_\_\_\_ Telephone No: \_\_\_\_\_

**Instructions for Completing Review**

The Safety Services Department will notify the reviewing Unit Safety Officer (USO) which Health and Safety Review (H&SR) is to be conducted. The reviewing USO should contact the USO in the department being reviewed and schedule a specific date and time for the two parties to complete this H&SR.

Using the guidelines provided, the reviewer should rate each item by indicating either "S" (Satisfactory Condition), "N" (Needs Improvement), or "N/A" (Not Applicable) in the "rating" column. Complete only those Sections that are applicable to the department being reviewed.

After review by the USO and department head of the reviewed department, obtain signatures as indicated below. A copy of the completed review should be retained by the USO in the department being reviewed and the original should be forwarded to the Safety Services Department. Either USO may request that a representative from Safety Services to assist them with the review process. Thank you for your assistance in this important function.

**Instructions for Corrective Action and Follow-Up Procedures**

The USO in the department being reviewed should take pertinent, corrective action on those items that "Need Improvement" and confirm this action in writing to the Safety Services Department. If additional corrective action is needed, the Occupational Safety Division of Safety Services will communicate in writing with the person or entity responsible for follow-up corrective action. This memorandum will identify the deficiency and recommend corrective action(s). A written response is required within two weeks.

**Signatures:**

|  |        |
|--|--------|
| _____  | _____  |
| (Unit Safety Officer in Department Being Reviewed) | (Date) |
| _____  | _____  |
| (Department Head in Department Being Reviewed)     | (Date) |
| _____  | _____  |
| (Unit Safety Officer Completing Review)            | (Date) |

## Section 1: All Areas

| <i>Standard</i>   | <i>Criteria</i>  | <i>Rating</i> | <i>Comment</i> |
|---|--|---------------|----------------|
| 1. The department has current HSC Safety Manual.  | USO and department head have copies.   |               |                |
| 2. Departmental records indicate training requirements being met.   | New employee orientation and ongoing refresher training is up to date (entries posted within last six months).   |               |                |
| 3. Personnel know how to report injuries or incidents and safety concerns.  | Verify posting of how to report an injury<br>See<br><a href="http://www.ttuhscc.edu/admin/safety/injury.aspx">http://www.ttuhscc.edu/admin/safety/injury.aspx</a>  |               |                |
| 4. Lighting meets the needs of occupants.   | Adequate lighting, no burned-out bulbs or flickering lights  |               |                |
| 5. Ventilation meets the needs of occupants.  | No complaints about odors, fumes, temperatures.  |               |                |
| 6. Traffic aisles, exit pathways, hallways and corridors, doorways and work areas are free from clutter, obstructions and other tripping hazards. | Overcrowded areas should be noted. No walking areas or doorway less than 20 inches wide, corridors 44 inches. Nothing on or across pathways (boxes, cords, etc.) No egress through a higher hazard area. |               |                |
| 7. All facility areas are maintained clean and orderly and in a sanitary condition.   | Overall general housekeeping in all areas should be good.  |               |                |
| 8. Furniture and equipment in good repair and functional. Cabinet doors are properly secured.   | No missing, loose or broken pieces, sharp edges or splintering wood surfaces. Non-functional equipment is labeled "Out of Service" and unplugged. Cabinet doors are not loose.                           |               |                |
| 9. Floors are free from wet areas, cracks, loose or missing floor tiles and/or torn carpeting. All floor covering is properly secured.            | Carpet or tile is not coming up creating a tripping hazard. Every floor kept in good repair.   |               |                |
| 10. Materials properly stored and secured against slippage or falling.  | Large items stored low and loose items secured from slippage or sliding.   |               |                |
| 11. Storage areas are neat and sufficient. Step stools or ladders provided where necessary.   | No items stored <18" from the sprinkler heads. Heavier items stored low; step stool is sturdy and in good working order.   |               |                |
| 12. No excessive combustible materials in any area.   | No large stacks of paper, files, magazines, card board boxes, etc.   |               |                |

| <i>Standard</i>   | <i>Criteria</i>  | <i>Rating</i> | <i>Comment</i> |
|---|--|---------------|----------------|
| 13. Flammable or combustible materials are not stored near sources of ignition.   | Flammables or combustibles are stored away from sources of heat or ignition, i.e. welders, heaters, grinders, other sparks.                |               |                |
| 14. Personnel are familiar with emergency evacuation routes and procedures.   | Employees know two exit pathways and emergency codes for notification.   |               |                |
| 15. Emergency phone numbers are readily available.  | Verify numbers are posted on or near the phone.  |               |                |
| 16. EXIT signs are unobstructed, well lit, easily visible, and lead to an actual exit.  | At least one "EXIT" sign is visible from any point in the egress corridor.   |               |                |
| 17. Fire doors are not blocked open. (A fire-resistant door can provide fire protection when closed. These are fitted with an automatic closing mechanism, in the event of fire.) | No doorstops are installed or wedges used. Use of the facility's magnetic hold-open device is acceptable.                                  |               |                |
| 18. No candles, oil lamps or other sources of open flame in use.  | May be decorative only.  |               |                |
| 19. Fire extinguishers are easily visible, not obstructed, and have appropriate inspection tags.  | Annual inspection tag is current (within one year of last inspection). Extinguisher should have a tag verifying monthly visual inspection. |               |                |
| 20. Fire alarm pull stations are easily visible / not obstructed.   | Ask employees where the nearest pull station is located.   |               |                |
| 21. Sufficient electrical outlets exist and extension cords are used for temporary purposes only.   | Multi-outlet power strips or surge protectors are acceptable, but are not to be ganged together.   |               |                |
| 22. No materials stored within 3 feet of breaker panel. Panels are easy accessible in the event of an emergency.  | Electrical breaker panels are not obstructed, taped or wired in "on position" and easily accessible.                                       |               |                |
| 23. Electrical cords are in good condition.   | No splices, deterioration, taping, damage, or being sharply bent or pinched.   |               |                |
| 24. Outlets have appropriate non-damaged cover plates and are equipped with 3-prong sockets.  | No evidence of arcing (burned) or broken sockets or covers.  |               |                |
| 25. Hazardous parts of electrical machines and equipment are effectively guarded.   | All guards are in place, secure, and no evidence of makeshift alterations.   |               |                |
| 26. Waste disposal appropriate for the location.  | Appropriate container for types of waste not overloaded and not obstructing pathways.  |               |                |

## Section 2: Administrative / Office Areas

| <i>Standard</i>  | <i>Criteria</i>   | <i>Rating</i> | <i>Comment</i> |
|--|---|---------------|----------------|
| 1. Adequate work surfaces available for job functions.   | Appropriate space for equipment and materials required for tasks.   |               |                |
| 2. Sufficient space under work surface for legs, feet and thighs.  | No clutter, equipment or tangle of cords under work surface.  |               |                |
| 3. Work areas are organized and frequently used items are within easy reach.   | Located within arm's length.  |               |                |
| 4. Office arrangement allows easy egress under emergency conditions.   | Furniture does not block occupant access to the exit door.  |               |                |
| 5. Chairs are in good condition. Rolling chairs have casters that move freely. Floor materials are in good condition and do not interfere with operation of chair. | No missing or damaged parts, backs are not loose, and adjusted to the tasks performed. If a plastic floor mat is used, is it of adequate size so that the employee does not have to move off the mat to reach work areas. |               |                |
| 6. Desks and computer stations meet ergonomic standards.   | Keyboards at height to allow a right-angle at the elbow and a straight line at the wrist.   |               |                |
| 7. Appropriate use of computer monitors.   | Top of screens at eye-level, glare minimized; document holders in use.  |               |                |
| 8. Mechanical aids are used when appropriate to reduce health risks.   | Document holders, foot rests, wrist rests, anti-glare screens, etc.   |               |                |
| 9. Frequent telephone users are provided with receiver shoulder rests or headsets or earpieces.  | Should be adjustable, light weight, and comfortable for user.   |               |                |
| 10. Filing cabinets are positioned and used safely.  | Drawers don't open into walkway, storage on top is limited, lateral file cabinets not stacked, and loaded from bottom so as not to topple when drawers are opened.  |               |                |
| 11. Phone lines, electrical cords, etc. secured under desk or along baseboards.  | Cords should not interfere with knee space under desk. Cords running across walkways should be covered by runners or cord protectors to prevent trip hazards.   |               |                |
| 12. Food storage areas are kept clean.   | Refrigerators and microwave ovens are clean.  |               |                |

## Section 3: Clinical / Patient Care Areas

[Check here if this section is Not Applicable](#)

| Standard  | Criteria  | Rating | Comment |
|---|---|--------|---------|
| 1. Sharps containers are available in each exam room and other areas where sharps are used. | Sharps containers within clinics shall be mounted below eye level.  |        |         |
| 2. Sharps containers are secured and tamper proof.  | Sharps container brackets are equipped with locks or breakaway locks.   |        |         |
| 3. Sharps containers are less than three quarters full.                                     | No overfilled sharps containers shall be in service.  |        |         |
| 4. Biohazard waste disposal is available when blood or blood products are disposed of.      | Red disposal bags and containers should be available when required.   |        |         |
| 5. Toys in patient waiting areas are safe and clean.  | No sharp edges, flaking paint or parts which can be detached and swallowed.   |        |         |
| 6. Children's toys or furniture are positioned away from electrical outlets.                | Outlet covers or inserts are recommended, but not required.   |        |         |
| 7. Appropriate personal protective clothing and equipment is available.                     | Include gloves, face and eye protection, lab coats, N-95 respirators, etc.  |        |         |
| 8. Refrigerators labeled properly and contents not mixed.                                   | Examples: "For Food Only" or "For Specimens Only"   |        |         |
| 9. Patient equipment is clean and in good working order.                                    | No evidence of physical or electrical damage, including frayed or damaged cords.  |        |         |
| 10. Waiting room furniture is not placed near handrails where children can climb on them.   | Keep all chairs, benches and tables away from the handrails in the event children accidently fall over a handrail.                          |        |         |
| 11. Restrooms areas are clean, sanitary and safe for patient use.                           | Review items such as loose or damaged toilet seats, loose stall doors, non-operational door locks and damaged water valves (running water). |        |         |
| 12. Patient emergency notification devices are functional.                                  | Emergency pull cords are not wrapped around the handicap handrails in restrooms. Other emergency notification devices are operational.      |        |         |

## Section 4: Laboratories

Check here if this section is Not Applicable

| Standard   | Criteria  | Rating | Comment |
|--|---|--------|---------|
| 1. Laboratories have a Laboratory Compliance Manual.   | Location of this manual shall be available to employees.  |        |         |
| 2. "Notice to Employees" signs are posted.   | If hazardous chemicals and/or radiation materials are present look for a posting of the Texas Hazard Communication Act and/or Radiation "Notice to Employees".  |        |         |
| 3. MSDS's readily available for chemicals used in work area.   | Employees must know how to obtain an MSDS. MSDS's of frequently used and highly hazardous chemical should be printed and available in the event of an emergency.  |        |         |
| 4. Chemical inventory or list of hazardous chemicals is available.                                     | A written chemical list or on-line chemical inventory should be accessible.   |        |         |
| 5. All chemical containers are labeled.  | Manufactured chemicals should have original labels affixed. Labels must include the identity of the chemical(s) and appropriate hazard warnings. No expired chemicals should be present on the shelves. |        |         |
| 6. Radioactive wastes in labeled containers.   | Label should be readily evident.  |        |         |
| 7. Biohazard wastes in labeled containers.   | Label should be readily evident.  |        |         |
| 8. Sharps and physically hazardous objects are in labeled sharps container or broken glass box.        | No sharps or glass should be discarded in regular trash, even if it is intact. Any container with sharp materials should not be overflowing.  |        |         |
| 9. Suitable absorbent materials available for cleaning chemical spills.                                | Spill clean up materials or kits shall be available within the department.  |        |         |
| 10. Chemical storage is properly segregated.   | Acids and not stored adjacent to bases or oxidizers. Glacial Acetic Acid, if present, is stored with Flammables and not in the acids storage cabinet. Acids not stored under sink.                      |        |         |
| 11. Excessive flammable liquids (>10 gallons) not stored outside of a flammable liquid storage cabinet | When possible all flammable and corrosive chemicals should be properly stored in a cabinet when not in use.   |        |         |
| 12. Fume hood(s) is operational.   | Visually check to see if the hood is operational, i.e. caution tape indicator, flow meter.  |        |         |

| <i>Standard</i>   | <i>Criteria</i>  | <i>Rating</i> | <i>Comment</i> |
|---|--|---------------|----------------|
| 13. Fume hoods work surfaces are not being used for chemical storage.                             | When chemical containers are not in use, the lid must also be secured to prevent evaporation.  |               |                |
| 14. No flammable liquid storage beneath the fume hood.  | The exception for this if the hood is specifically designed for flammable liquid storage.  |               |                |
| 15. Fume hood not used as storage for other equipment.  | Note any equipment being stored in fume hoods due to lack of storage space elsewhere.  |               |                |
| 16. Biological safety cabinets tagged with a current inspection sticker.                          | Within the last year.  |               |                |
| 17. No food or drinks in lab areas.   | No human consumable items within the laboratory, laboratory refrigerators or freezers.   |               |                |
| 18. Refrigerators are labeled "No Food or Drink"  | No food for human consumption should be stored in a laboratory refrigerator.   |               |                |
| 19. Eyewash & safety shower can be reached by employees within 10 seconds.                        | Should be near high hazard areas and no obstructions that may delay or prevent use.  |               |                |
| 20. Fire extinguisher is accessible and employees have received training on how to use equipment. | Verify that a fire extinguisher is available in the lab area. If employees are expected to use the extinguisher, training is required. |               |                |
| 21. Appropriate personal protective equipment and clothing is available.                          | Include gloves, face and eye protection, lab coats, etc.   |               |                |
| 22. Lab coats being worn by employees   | Note if employees are wearing their lab coats while working. Lab coats should not be taken home at night.                              |               |                |
| 23. Personnel clothing is appropriate for the laboratory environment.                             | No open-toed shoes. Apparel should cover as much skin as possible.   |               |                |
| 24. Compressed gas cylinders are legibly marked to clearly identify the gas contained.            | Verify labels are present, legible and in English. Separate storage of flammable gases from oxidizers.                                 |               |                |
| 25. Compressed gas cylinders are properly secured by chain or other restraining device            | Valve caps are in place and screwed down when not in use. Cylinders should also be stored away from heat sources.                      |               |                |
| 26. Extension cords not used as permanent wiring.   | Use of extension cords is permitted, but not as a substitute for proper electrical wiring of equipment.                                |               |                |
| 27. Laboratory secured when unattended  | Lab door not propped open. Lab locked when no personnel are working in the area.   |               |                |

## Section 5: Maintenance / Shop Areas

*Check here if this section is Not Applicable*

| <i>Standard</i>   | <i>Criteria</i>  | <i>Rating</i> | <i>Comment</i> |
|---|--|---------------|----------------|
| 1. Materials and tools are cleaned up and put away after use.   | Walking and working surfaces are not cluttered.                            |               |                |
| 2. Workroom floors are maintained clean and, so far as possible, dry.   | Floors are kept clean.   |               |                |
| 3. Spills are cleaned up immediately.   | Clean up materials are readily available.                                  |               |                |
| 4. Aisles and passageways are marked and clear of obstructions.   | Aisles kept clear.   |               |                |
| 5. Boxes, containers, etc., stored in tiers are stacked, blocked, interlocked, and limited in height for stable and secure storage.     | Materials are properly stored so that they are secure.                     |               |                |
| 6. Mezzanine areas used for storage are posted with the allowable floor loading.  | Load limit placed on overhead storage areas.                               |               |                |
| 7. Appropriate ladders are available and well-maintained.   | Non-slip safety feet present and in good condition.                        |               |                |
| 8. Hand tools are in good condition and stored appropriately.   | No broken or cracked handles, sprung jaws, or mushroomed heads.            |               |                |
| 9. Portable power tools are properly stored when not in use.  | In good condition without power cord damage, grounded or double insulated. |               |                |
| 10. Power tools are equipped with appropriate safety guards.  | Secure and properly functioning.   |               |                |
| 11. Portable electrical powered tools are appropriately grounded.   | Grounding conductor in good condition or double insulated.                 |               |                |
| 12. Guards are firmly secured, are not easily removed, are constructed of appropriate materials, and do not present additional hazards. | Guards are in good condition and secure to the equipment.                  |               |                |
| 13. Work rests on abrasive wheels are in place and kept adjusted close to the wheel (1/8 inch maximum).                                 | Verify work rest is properly adjusted.                                     |               |                |
| 14. Dusty work areas are vacuumed regularly.  | Vacuuming is preferred to sweeping or blowing.                             |               |                |
| 15. Compressed air is not used for cleaning purposes except where reduced to less than 30 psi.  | Verify pressure is less than 30 psi.                                       |               |                |

| <i>Standard</i>  | <i>Criteria</i>  | <i>Rating</i> | <i>Comment</i> |
|--|--|---------------|----------------|
| 16. Combustible scrap, debris and waste materials (oily rags, etc.) are stored in covered metal receptacles and removed from the worksite promptly.                                  | Housekeeping is maintained and fire load is kept minimal by lack of accumulation of combustibles.  |               |                |
| 17. Personal protective equipment is properly used and maintained.   | Regularly cleaned and repaired, and properly stored.   |               |                |
| 18. Safe operating procedures are documented, displayed and carried out.   | No horseplay is to be permitted.   |               |                |
| 19. Compressed gas cylinders are legibly marked with gas content.  | Verify labels are in good condition, legible and in English  |               |                |
| 20. Cylinder storage inside buildings is well protected, well ventilated, dry, and at least 20 feet from highly combustible materials.   | Verify correct cylinder storage. Valve Protection caps in place when not in use. No storage of flammables adjacent to oxidizers without fire protection. |               |                |
| 21. Each electrical disconnect is marked to indicate its purpose.  | Review disconnects to assure marking.  |               |                |
| 22. Electrical equipment is marked with the manufacturer's name and applicable ratings (e.g., voltage, wattage).   | Review electrical equipment to assure proper marking.  |               |                |
| 23. Pull boxes, junction boxes, and fittings are provided with appropriate covers.   | No missing covers or missing knock-outs.   |               |                |
| 24. Forklift vehicles are inspected prior to each use to identify adverse conditions (e.g., fluid leaks, malfunctioning or missing horns, lights, and motion warning devices, etc.). | Verify inspections are completed by requesting documentation of inspection.  |               |                |
| 25. Each forklift operator has successfully completed the training prior to operating a forklift truck.  | Assure each forklift operator has received training.   |               |                |
| 26. Employees working in elevated work areas and/or platforms wear a full body harness and a properly anchored lifelines   | If employees work in elevated work areas, look for properly maintained fall protection equipment.  |               |                |
| 27. Slings are inspected for damage or defects each day prior to use.  | Review sampling of slings for proper maintenance. All damaged or frayed slings should be marked – do not use and be taken out of service.                |               |                |