

Frequently Asked Questions (FAQ) Sheet for CNSM Lab Inspections

Laboratory and workplace inspections are an important part of the CNSM safety program. During inspections, CNSM Safety personnel use the attached Workplace Inspection Form to document lab conditions. This form is provided to faculty/staff supervisors in advance of inspections. Inspection form topics are taken directly from the [CNSM Safety Manual](#) found on the CNSM Safety Website under Safety Guides. Below are responses to frequently asked questions regarding certain topics.

TOPIC 1. SAFETY DOCUMENTATION

- **Lab Safety Notebook:** See [page 7 of the CNSM Safety Manual](#). Introductory Safety Training (and others) provided by CNSM Safety do not address all potential hazards found in labs. Each supervisor is responsible for providing additional information and training to each supervised individual regarding the specific hazards to which he or she may be exposed in the lab, field or other workplace. The lab notebook may be a binder that holds the lab specific training and safety documents such as protocols, procedures and training documentation. Training events as simple as lab orientation for new members at which time safety topics are discussed such as shower/eyewash locations, bulk hazardous storage locations (flammables, corrosives), etc. are important to document. The lab notebook is also an excellent place to store hard copy Safety Data Sheets (SDSs). More information regarding SDSs appears below and on [page 7 of the CNSM Safety Manual](#).
- **Training of personnel documented:** See [page 7 of the CNSM Safety Manual](#). CNSM Safety provides template forms that may be used to document lab specific training. These and other useful forms can be found on the CNSM Safety Website under [Forms, Posters, & Charts](#).
- **Safety procedures are documented:** Any procedure or operations that could lead to injuries or property damage if not properly carried out should have a written standard operating procedure (SOP). Use one of the training forms described above to document.
- **Authorized personnel list:** Research lab security policy details can be found in the [CNSM Lab Security Regulations document](#) which can be found on the CNSM Website under Policies, Forms, and Resources. As part of this policy, supervising faculty/staff shall use the standard form (included as page two of the security document) to create a list of authorized individuals.
- **Current project authorization form:** All faculty and certain staff should have a current Project Authorization form on file with the Safety Office. Safety Office personnel will review the form on file and update as necessary. The Project Authorization Forms and Policy can be found on the CNSM Safety Website under [Forms, Posters, & Charts](#).
- **Safety Data Sheets readily accessible:** Most current SDS must be maintained (either in hard copy or electronic form) and readily accessible in the work area for each hazardous material that can be ingested, inhaled or absorbed. Each SDS must be for the specific chemical on hand. Electronic access as an alternative to maintaining paper copies must not have any barriers that would prevent immediate employee access. Acceptable means of electronic access include creating a storage file on a lab computer or using the [MSDSonline](#) database found on the campus EH&S website. If using MSDSonline, contact CNSM Safety for additional information.

TOPIC 2. ELECTRICAL SAFETY

- See [page 13 of the CNSM Safety Manual](#).

TOPIC 5. LABELING

- Refrigerators, incubators, ovens have “Storage Unit Form” affixed. Form can be found at [Forms, Posters, & Charts](#).
- Materials/containers are properly labeled see [page 32 of the CNSM Safety Manual](#) and the CNSM Safety Website under [Container Labeling Policy](#).

TOPIC 7. SAFETY EQUIPMENT

- Path(s) to and area beneath safety shower and eyewash stations must be clear of any obstructions. Personnel working with or in the presence of hazardous chemicals must also complete CNSM Safety Shower and Eyewash Training.
- See slides 15 – 19 of [the General Safety PowerPoint](#) for goggle and lab attire information. This PowerPoint can be found on the CNSM Safety Website under General Safety Training & Quiz.

TOPICS 10 and 11. CHEMICAL COMPATIBILITY AND STORAGE

- See pages [16, 17](#) and pages [23, 24](#) of the CNSM Safety Manual.

CSULB COLLEGE OF NATURAL SCIENCES & MATH
EH&S WORKPLACE INSPECTION FORM

LOCATION(S): _____ **DEPARTMENT:** _____ **RESPONSIBLE PARTY:** _____
INSPECTION DATE: _____

1. SAFETY DOCUMENTATION:

Lab Safety Notebook available and up to date YES__ NA__ NO__ _____
Training of personnel is documented YES__ NA__ NO__ _____
Safety procedures are documented YES__ NA__ NO__ _____
Authorized personnel list posted YES__ NA__ NO__ _____
Current project authorization is on file YES__ NA__ NO__ _____
Safety Data Sheets (SDSs) readily accessible. YES__ NA__ NO__ _____

2. ELECTRICAL SAFETY:

All electrical cords are proper and in good condition . . YES__ NA__ NO__ _____
Electrical equipment and panels in compliance YES__ NA__ NO__ _____

3. EARTHQUAKE SAFETY:

Cabinets/shelves (>6 ft.) are secured to walls YES__ NA__ NO__ _____
Shelves have protection so items will not fall off YES__ NA__ NO__ _____

4. HOUSEKEEPING:

Room is tidy, passageways are not blocked YES__ NA__ NO__ _____

5. LABELING:

Room is properly labeled with correct "NFPA Diamond" YES__ NA__ NO__ _____
Refrigerators/storage units are properly labeled YES__ NA__ NO__ _____
Materials/containers are properly labeled YES__ NA__ NO__ _____

6. FIRE EXTINGUISHERS:

Extinguishers have seal, cert., and mount. YES__ NA__ NO__ _____

7. SAFETY EQUIPMENT:

Eyewash stations and shower are not blocked YES__ NA__ NO__ _____
Lab personnel are wearing coats, goggles as req'd. YES__ NA__ NO__ _____

8. FOOD STORAGE:

No food is present in unauthorized areas YES__ NA__ NO__ _____

9. GAS CYLINDERS:

Gas cylinders/cryogenics are stored and used properly . YES__ NA__ NO__ _____

10. CHEMICAL COMPATIBILITY:

Incompatible chemicals are stored separately YES__ NA__ NO__ _____

11. CHEMICAL STORAGE:

Hazardous materials are stored as required YES__ NA__ NO__ _____
Chemical Inventory is on file YES__ NA__ NO__ _____

12. HAZARDOUS WASTE

Waste is properly labeled and stored as required YES__ NA__ NO__ _____

13. MISCELLANEOUS (OTHER):

All other aspects of the area appear safe. YES__ NA__ NO__ _____

-- ADDITIONAL INFORMATION --

All statements with a "NO" response are briefly described. The inspection team should mark problem items in some way.

Inspection person/group

Signature

Date inspected party notified