



## EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Date of Survey: \_\_\_\_\_

Conducted  
By: \_\_\_\_\_

Building: \_\_\_\_\_

Department: \_\_\_\_\_

Primary Contact /  
Manager: \_\_\_\_\_

Phone  
Number: \_\_\_\_\_

Email  
Address: \_\_\_\_\_

Responsible Person (*other than  
manager*): \_\_\_\_\_

Phone  
Number: \_\_\_\_\_

Email  
Address: \_\_\_\_\_

### Notes:

- Completion of annual self- inspections will assist with maintaining compliance with applicable federal and state regulations.
- All forms and guidelines are available on the EHSO website, [www.ehso.emory.edu](http://www.ehso.emory.edu)
- Inspection records must be maintained for 1 year (until the next inspection)

### Instructions:

- Complete this form manually while inspecting the work area
- If "no" is checked, indicate the corresponding room in the appropriate column
- CTI stands for "corrected at time of inspection"
- If a section does not apply to the rooms/areas being inspected, check the N/A box for that section
- Indicate the rooms/areas inspected in the spaces provided below (up to 20 rooms/areas may be listed per form.)
- Additional space for Notes or Comments is provided at the end of this form for your convenience.
- File the completed Self-Inspection Form in the Safety/Environmental Compliance Binder
- Complete a Corrective Action Plan (CAP) Form for each building
- Email CAP Form to [secinspect@emory.edu](mailto:secinspect@emory.edu).

Item #	Item	Yes	No	CTI	N/A	Rooms/Areas Not in Compliance
<b>2.0</b>	<b>WALKING WORKING SURFACES</b>					
<b>2.1</b>	<b>Housekeeping</b>					
2.2	All areas are clean and orderly.		✓			B327, Boiler
2.3	Floors are free of protruding nails, splinters, holes, or loose boards.	✓				

**EXAMPLE**

Rooms/areas inspected:


# EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
<b>1.0 RECORDKEEPING AND ADMINISTRATIVE</b>						
1.1	The "OSHA Job Safety and Health: It's the Law" poster is posted in a location (i.e. shop, near a time clock, break room, etc.) where employees are likely to see it.					
1.2	Employees have been instructed that all accidents and injuries must be reported to their supervisors and documented through the online incident reporting system.					
1.3	Sign-in sheets for monthly toolbox topics are maintained.					
<b>2.0 WALKING WORKING SURFACES</b>						
<b>Housekeeping</b>						
2.1	All areas are clean and orderly.					
2.2	Floors are free of protruding nails, splinters, holes, or loose boards to avoid a tripping hazard.					
2.3	Items are stacked, blocked, interlocked and limited in height so that they are stable and secure against sliding or collapse. Shelves are not overloaded.					
<b>Floor, Floor Openings, Platforms, and Passageways</b>						
2.4	Holes (belt hole, slot opening, pipe opening, etc.) and openings (hatchways, manholes, pits, etc.) in the floor are properly covered or guarded to prevent personnel and/or objects from falling through.					
2.5	All skylights have the structural integrity to support 200 lb. load or have screens or fixed railings that would prevent someone on the roof from falling through.					
2.6	Every open-sided floor or platform 4 feet or more above an adjacent floor or ground level is guarded by a standard railing (except at the entrance to stairway, fixed ladder, etc.)					
<b>Stairs and Stairways</b>						
2.7	Stairs are in good repair and step risers are uniform from top to bottom.					
2.8	Fixed stairs are slip resistant.					
2.9	Standard stair railings (30"- 34" from top rail to surface of tread) or hand railings are provided on stairways having four or more risers.					
<b>Portable Ladders</b>						

## EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
2.10	All portable ladders are free of sharp edges and splinters and maintained in good condition.					
2.11	Damaged ladders are tagged out of service so that personnel know not to use them.					
2.12	Ladder rungs and steps have slip resistant surfaces on each rung and are free of grease and oil and are uniformly spaced.					
2.13	Extension ladders are in good operating condition and are free of defects, including extension locks and rope.					
2.14	Stepladders are equipped with a metal spreader or locking device to securely hold the front and back sections in open positions.					
2.15	Personnel are documenting annual portable ladder inspections.					
2.16	Safety stickers and duty rating labels are on manufactured ladders and they are readable.					
2.17	Personnel who use ladders have received Ladder Safety Training within the past three years.					
<b>Fixed Ladders</b>						
2.18	Fixed ladders are firmly secured to the structure or to which they are attached, free of sharp edges and maintained in good condition.					
2.19	Fixed ladders that are greater than 20 ft. in length have cages or wells surrounding them or have a ladder safety system included in the design					
2.20	The pitch on fixed ladders is 90 degrees or less.					
2.21	All landing platforms are equipped with standard railings and toeboards, arranged to give safe access to the ladder.					
2.22	Personnel are documenting fixed ladder inspections.					
<b>Scaffolding</b>						
2.23	Personnel using scaffolds have been trained on how to properly erect, move, and dismantle scaffolds.					
2.24	Scaffold components and planking are in safe condition for use and planking is scaffold grade.					
2.25	A competent person is in charge of erection and inspection of scaffolding.					
<b>3.0</b>	<b>EXIT ROUTES, EMERGENCY ACTION PLANS/FIRE PREVENTION PLANS</b>					
	<b>Emergency Action Plans/Fire Prevention</b>					

## EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
3.1	Written emergency action plans/Just in Time booklets are in the workplace and available for employees to review.					
3.2	EXIT signs are clearly visible from any location, and point to the quickest exit from the building.					
3.3	Doors, passageways, and stairways that are not exits are marked with the room identity or marked "NOT AN EXIT".					
<b>Fire Safety</b>						
3.4	The correct type of fire extinguisher is available for the class of fire possible in the area.					
3.5	The annual inspections of the fire extinguishers are current and completed by the outside contractor.					
3.6	Monthly inspections of the fire extinguishers are conducted and documented on the inspection tag affixed to the extinguisher.					
3.7	Fire extinguishers are mounted on the wall or otherwise secured from being knocked over and placed in readily accessible locations.					
3.8	Storage is at least 18" from all sprinkler heads.					
3.9	The escutcheon plate around the sprinkler head is in place.					
3.10	Fire caulk is installed properly.					
3.11	Fire alarm pull-stations, fire extinguishers and other fire emergency response equipment are unobstructed.					
<b>Egress</b>						
3.12	The route of egress from the area is clear, not blocked or locked and is unobstructed (i.e. 36" of clearance).					
3.13	Evacuation routes are displayed in the hallway, and all personnel are familiar with them (i.e. located near elevators, etc.).					
3.14	Exit doors open in the direction of travel and are never locked from the inside.					
3.15	Exits, aisles, and stairways are free of obstructions.					
<b>4.0</b>	<b>POWERED PLATFORMS, MANLIFTS, AND VEHICLE-MOUNTED WORK PLATFORMS</b>					
4.1	Only trained persons are permitted to operate aerial lifts.					
4.2	Personnel conduct required inspections of lifts before each use.					

## EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
4.3	The operator's manual is present on the lift.					
4.4	Personal fall protection equipment is worn with a lanyard attached to the boom or basket when working from an aerial lift.					
<b>5.0 OCCUPATIONAL HEALTH CONTROLS</b>						
<b>Ventilation</b>						
5.1	Local ventilation is provided on blast-cleaning enclosures.					
5.2	Employees have been monitored to determine if abrasive blasting respirators are needed.					
5.3	Ventilation equipment is provided for the removal of contaminants for grinding, buffing, and polishing operations.					
<b>Noise</b>						
5.4	High noise areas are identified and have hazard signs posted at entry doors.					
5.5	Hearing protectors are available and worn in required areas.					
5.6	Audiometric testing is conducted annually for employees exposed to noise at levels in excess of the exposure limits.					
5.7	The OSHA Noise Standard is posted in the workplace where it is readily accessible to affected employees.					
5.8	Employees exposed to noise at or above 85 dBA receive noise training annually.					
<b>6.0 HAZARDOUS MATERIALS</b>						
<b>Asbestos Containing Material (ACM)</b>						
6.1	Suspect ACM insulation is in good condition and is not damaged.					
6.2	Suspect ACM floor tiles are in good condition.					
<b>Compressed Gases</b>						
<b>Compressed gas cylinders are:</b>						
6.3	Provided with safety pressure relief valves installed.					
6.4	Stored with the valve protection cap in place when not in use or connected for use.					
6.5	Cylinders are in good condition (free from corrosion, distortion, cracks or other visible defects) and are legibly labeled as to their contents.					

# EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
6.6	Stored upright and secured to a stationary surface by a chains, straps, or rack. <b>NOTE: Secure in one location using single chain or strap secured at 2/3 the height of the cylinder or secure in two locations using one strap or chain 1/3 from the top of the shoulder of the cylinder and one strap or chain 1/3 up from the bottom of the cylinder.</b>					
6.7	Tagged as "empty" or "full" when not in use.					
6.8	Stored away from sources of heat.					
6.9	Stored separately according to their hazard class.					
6.10	Storage areas are appropriately labeled.					
<b>Storage and Handling of Liquefied Petroleum Gases (LPG)</b>						
6.11	LPG storage tanks are guarded to prevent damage from vehicles.					
6.12	No more than two LPG containers are used on a powered industrial truck for motor fuel purposes.					
6.13	Containers are located in a place and manner to minimize the possibility of damage and excessive temperature rise.					
6.14	Containers are securely mounted to prevent jarring, slipping, or rotating.					
6.15	LPG containers in storage are located away from exits, stairways, or in areas intended for the safe exit of people.					
<b>Flammable and Combustible Liquids</b>						
6.16	Chemical containers are in good condition (i.e. completely intact and clean on the outside); and are closed when not in use.					
6.17	Chemicals are stored by compatibility (i.e. flammables and oxidizers are separated; acids and bases are separated, etc.).					
6.18	Flammables and aerosols are stored away from ignition sources.					
6.19	Flammables are stored in an approved flammable liquids cabinet and the cabinet is properly grounded.					
<b>Spray Finishing Using Flammable and Combustible Materials</b>						
6.20	Spray booths are constructed of steel, concrete or masonry.					

## EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
6.21	Interior of spray booth is smooth and continuous without edges.					
6.22	All metals parts of booth are grounded.					
6.23	Walkways and areas around the spray booth are free from obstructions.					
6.24	Spray booth filters are replaced or cleaned regularly.					
<b>7.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>						
<b>General PPE</b>						
7.1	Safety glasses with side protection meeting ANSI Z87.1 are available and worn when there is a danger of flying particles.					
7.2	Goggles are available and used when there is a potential for splashes and sprays.					
7.3	Face shields are available and used as secondary protection over safety glasses or goggles when needed.					
7.4	Eye protection, with the appropriate filter shade number, is worn when soldering, brazing, or welding. <b>NOTE: A minimum filter shade of 2 is required for torch soldering. A minimum filter shade of 3 is required for torch brazing.</b>					
7.5	Gloves are available and are worn to protect from abrasions, burns, and cuts.					
7.6	Hard hats meeting are used when overhead hazards exist.					
7.7	All personnel are provided appropriate foot protection where there is a risk of foot injuries.					
7.8	PPE is maintained and stored properly.					
7.9	Electrical protective equipment (including insulating blankets, matting, covers, gloves, and sleeves) is provided when needed.					
7.10	Personnel required to wear PPE receive annual PPE training.					
<b>Respirator</b>						
7.11	For employees who wear respirators, EHSO has conducted an assessment to determine if respiratory protection is necessary.					
7.12	Personnel required to wear respirators receive medical clearance for respirator use annually.					
7.13	Personnel required to wear respirators are fit tested and trained annually.					

## EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
7.14	Elastomeric respirators are regularly cleaned, disinfected, inspected, and stored appropriately. <b>NOTE: Elastomeric respirators are made from elastic material such as rubber.</b>					
7.15	Personnel who are voluntarily wearing respirators have completed a "Voluntary Use of Respirator" form.					
<b>8.0 GENERAL ENVIRONMENTAL CONTROLS</b>						
<b>First Aid and Sanitation</b>						
8.1	Refrigerators used for chemical storage are appropriately labeled with "No Food", "Chemical Storage Only", or other similar language.					
8.2	If first aid kits are supplied, the contents are replenished and are not expired.					
<b>Permit Required Confined Spaces</b>						
8.3	Your workplace has been evaluated to determine if any spaces are permit-required confined spaces.					
8.4	Confined space permits are completed and signed by the entry supervisor each time employees enter a permit required confined space.					
8.5	Cancelled entry permits are kept for, at least, 1-year by the department and are completed correctly.					
8.6	Employees are informed of existence, location, and the hazards of permit required confined spaces by the posting of signs or any other effective means.					
8.7	Employees are trained on use of the gas meter and calibration gases are not expired.					
8.8	Confined space equipment is available for use.					
8.9	Employees who enter confined spaces receive confined space training on an annually.					
<b>Lockout/Tagout</b>						
8.10	Written procedures are available for locking out or tagging out every machine that has a potential for stored or residual energy.					
8.11	Locks, tags, chains, or other hardware are provided for isolating, securing or blocking of machines or equipment from energy sources.					
8.12	Employees are provided with individually keyed locks that are standardized by color, size, or shape.					



## EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
8.13	Authorized employees performing lockout/tagout (LOTO) receive training annually.					
8.14	Affected employees working with equipment or in areas where equipment is locked out/tagged out receive training annually.					
8.15	An annual inspection of Energy Control Procedures is conducted and documented to ensure that the procedures are being followed.					
<b>9.0 EMERGENCY EYEWASHES AND SHOWERS</b>						
9.1	Emergency eyewash stations are provided where the eyes could be exposed to corrosive materials.					
9.2	Emergency eyewash stations are capable of delivering 15 minutes of continuous flow.					
9.3	Emergency showers are provided where the body could be exposed to corrosive materials.					
9.4	Emergency showers are capable of delivering 15 minutes of continuous flow.					
9.5	Eyewashes are free of obstructions.					
9.6	Double ocular hands free eyewashes are available where needed.					
9.7	There are emergency eyewash signs posted near the eyewashes.					
9.8	The eyewash protective caps are in place.					
9.9	Eyewashes/showers are tested and documented monthly.					
9.10	Portable single-use eyewashes are inspected monthly and are not expired					
9.11	Bactericide is replaced according to manufacturer instructions.					
<b>10.0 COMPRESSED AIR EQUIPMENT</b>						
10.1	The air receiver inlet and piping systems are kept free of accumulated oil and carbon materials.					
10.2	Every air receiver is provided with a drainpipe and valve at the lowest point for removal of accumulated oil and water.					
10.3	Every air receiver is equipped with a pressure gauge with one or more automatic spring-loaded safety valves.					
10.4	Air hoses are maintained in good condition.					
10.5	Personnel have been instructed not to use compressed air to clean clothing.					
10.6	Compressed air used for cleaning purposes is reduced to a nozzle pressure of 30 psi or less.					

# EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
<b>11.0</b>	<b>MATERIALS HANDLING AND STORAGE</b>					
	<b>Powered Industrial Trucks (fork trucks, tractors, platform lift trucks, motorized hand trucks)</b>					
11.1	Aisles, loading docks, and doorways have sufficient safe clearances where powered industrial trucks are used.					
11.2	Permanent aisles/passageways are marked where powered industrial trucks are in use inside of buildings.					
11.3	Clearance signs to warn of clearance limits are provided.					
11.4	Powered industrial trucks have a label indicating approval for their intended use for fire safety purposes by a nationally approved testing laboratory such as FM Approvals LLC (formerly Factory Mutual), etc.					
11.5	Overhead protection is provided on rider lift trucks.					
11.6	Powered industrial trucks have a warning device that can be clearly heard above the normal noise in the operating area.					
11.7	Only trained personnel are allowed to operate powered industrial trucks.					
11.8	An evaluation of each powered industrial truck operator's performance is conducted at least once every three years and personnel have a copy of their certification cards					
11.9	Pre-Use Inspections are conducted and documented.					
	<b>Slings</b>					
11.10	Slings and hoists are inspected for visible damage and defects, by a person with the knowledge and expertise to do so, before each day of use					
11.11	Slings are not loaded in excess of their rated capacities.					
11.12	Damaged or defective slings are immediately removed from service.					
11.13	Personnel are documenting annual sling inspections.					
11.14	A certificate of proof test conducted by the manufacturer or other qualified person is on file for each new, repaired, or reconditioned sling.					
	<b>Overhead and Gantry Cranes</b>					
11.15	The rated load of the crane is marked on each side of the crane.					

## EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
11.16	Prior to each use cranes are visually inspected to check for damage.					
11.17	Personnel are documenting monthly inspections of cranes and noting any deficiencies found.					
11.18	Prior to initial use, new and altered cranes undergo operational testing.					
11.19	A preventative maintenance program has been established for each crane.					
<b>12.0 MACHINERY AND MACHINE GUARDING</b>						
<b>Machine Guarding</b>						
12.1	Machines designed for a fixed location are securely anchored to prevent tipping or moving.					
12.2	A power control switch is provided on each machine allowing the operator to turn off the power to the machine without leaving his position at the point of operation.					
12.3	Foot operated switches are guarded to prevent accidental activation by personnel or falling objects.					
12.4	Ingoing nip points, rotating parts (including chains and gears), flying chips, sparks and other hazards are properly guarded.					
12.5	Provisions are made to prevent machines from automatically starting when power is restored after a power failure or shutdown.					
12.6	Fan blades are protected with a guard having openings no larger than ½", when operating within 7 feet of the floor.					
12.7	Saws used for ripping are equipped with anti-kickback devices and spreaders.					
12.8	Radial arm saws are arranged so that the cutting head will gently return to the back of the table when released.					
<b>Abrasive Wheel Machinery (Floor and Bench Mounted Only)</b>						
12.9	Floor and bench mounted abrasive wheels are equipped with safety guards.					
12.10	Safety guards cover the spindle, nut and flange projections, and 75% of the wheel diameter.					
12.11	Work rests are rigidly supported and readily adjustable are provided. (Work rests are 1/8 inch from the wheel when in use.)					
12.12	Tongue guards are readily adjustable and provided. (Tongue guards are 1/4 inch from the abrasive wheel.					

## EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
12.13	The maximum RPM rating of each abrasive wheel is compatible with the RPM rating of the grinder motor.					
12.14	New abrasive wheels are visually inspected and ring tested before they are mounted.					
<b>13.0 HAND AND PORTABLE POWERED TOOLS</b>						
13.1	All portable hand and power tools are maintained in a safe condition.					
13.2	Jacks are in good operating condition and are marked with the jack capacity.					
13.3	All portable circular saws are equipped with guards above and below the base plate or shoe.					
13.4	All hand-held powered circular saws are equipped with a constant pressure switch or control that will shut off the power when the pressure is released.					
13.5	All hand-held gasoline powered chain saws are equipped with a constant pressure throttle control that will shut off the power to the chain saw when pressure is released.					
13.6	All portable electrical power tools are properly grounded or double insulated.					
<b>Portable Abrasive Wheel Tools</b>						
13.7	Equipment with abrasive wheels greater than 2 inches in diameter are provided with safety guards that cover the spindle end and nut and flange projections.					
13.8	Guards are mounted so as to maintain proper alignment with the wheel.					
13.9	Safety guards have a maximum exposure angle of 180 degrees.					
13.10	Abrasive wheels are visually inspected and ring tested before they are mounted.					
13.11	The spindle speed of the equipment is checked before abrasive wheels are mounted to ensure it does not exceed the maximum operating speed marked on the wheel.					
<b>14.0 WELDING, BRAZING, AND CUTTING</b>						
14.1	Industrial hygiene monitoring has been conducted for all welding processes.					
14.2	Only trained personnel are permitted to perform welding, cutting, and brazing operations.					
14.3	Cylinders, cylinder valves, couplings, regulators, hose, and apparatus are kept free from oily or greasy substances.					

## EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
14.4	Fuel gas cylinders and oxygen cylinders that are in storage are separated by 20 ft or by fire resistant barriers 5 ft in height having a fire resistance rating of at least one-half hour.  <b>NOTE:</b> Cylinders that are in use or connected for use are not considered to be in storage.					
14.5	Acetylene cylinders are stored with the valve end up.					
14.6	Where fire hazards cannot be removed, shields are used to confine heat, slag, and sparks.					
14.7	Fire extinguishers are available for immediate use when welding.					
14.8	Unless secured on special trucks, regulators are removed and valve caps installed before moving cylinders.					
14.9	A check is made for adequate ventilation before welding or cutting is done.					
<b>15.0 ELECTRICAL SAFETY</b>						
15.1	Parts of electrical equipment which in ordinary operation produces arcs, sparks, or flames is enclosed or separated from all combustible material.					
15.2	Electrical equipment is marked to identify the equipment it controls and the voltage, current, wattage, etc.					
15.3	Each disconnect is legibly marked to indicate its purpose.					
15.4	Live parts of electric equipment, operating at 50 volts or more, are guarded by cabinets, locked rooms, or other effective means to prevent accidental contact of unqualified personnel.					
15.5	Grounding conductors are identifiable and distinguishable from all other conductors.					
15.6	Extension cords are only used to provide temporary electrical service.					
15.7	Electrical cords and outlets are kept away from potential flammable liquids.					
15.8	Conductors entering cutout boxes, cabinets, or fittings are protected from abrasion, and openings through which conductors enter shall be effectively closed.					
15.9	Unused openings in cabinets, boxes, and fittings are closed.					
15.10	Electrical outlets are not overloaded (i.e., only one power strip is plugged into a single duplex/ 2 outlet wall outlet).					

## EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
15.11	Protective covers, plugs, or plates are in place over boxes, receptacles, and switches.					
15.12	Flexible cords and cables have adequate strain relief provided that will prevent pull from being directly transmitted to joints or terminal screws					
15.13	There is sufficient access and clearance (at least 36") around electrical/circuit breaker panels and disconnects.					
15.14	Electrical conduit is in good condition.					
<b>Electrical cords are:</b>						
15.15	Appropriate for the equipment.					
15.16	Secured properly, do not pose a trip hazard, and kept away from water.					
15.17	Are not running through walls or above ceiling tiles unless in conduit.					
15.18	In good condition and are not damaged or frayed.					
15.19	Grounded with no 3-pin to 2-pin adapters.					
<b>16.0 HAZARD COMMUNICATION</b>						
16.1	All chemicals are labeled with the chemical name and associated hazards (i.e., flammable, toxic, oxidizer, etc.).					
16.2	A chemical inventory is maintained for chemicals that are stored in the area.					
16.3	All personnel know how to access Safety Data Sheets (SDSs) & SDSs are accessible 24/7.					
16.4	All personnel have attended Hazard Communication Training.					
<b>17.0 EXCAVATING AND TRENCHING (Grounds Only)</b>						
17.1	Utility installations (i.e., sewer, telephone, fuel, electric, water lines) that may be encountered are located prior to excavation work.					
17.2	Employees who are exposed to public vehicular traffic wear warning vests or other reflectorized or high-visibility garments.					
17.3	Excavated material is placed no closer than 2 feet from the edge of the excavation.					
17.4	Heavy equipment is kept a safe distance from the edge of the excavation to prevent cave-ins.					
17.5	Signs, barricades, and flagmen are used to warn motorist if excavating or trenching work is done in roadways.					

# EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
17.6	Daily inspections of excavations, the adjacent areas, and protective systems are made for evidence of a situation that could result in possible cave-ins, indications of failure of protective systems, hazardous atmospheres, or other hazardous conditions.					
<b>18.0 CHEMICAL AND REGULATED WASTE MANAGEMENT</b>						
<b>General Chemical &amp; Waste Management</b>						
18.1	All personnel have received annual Hazardous & Regulated Waste Training.					
18.2	Chemicals and regulated waste are stored in appropriate locations (i.e. on shelves, in a flammable cabinet, separated by compatibility, etc.)					
18.3	All chemical and waste containers are kept closed except when filling.					
18.4	Chemicals and regulated waste are stored to prevent a release to the environment. (i.e. in secondary containment, away from floor drains, etc.)					
18.5	All unwanted, obsolete, or waste chemicals are labeled as 'waste' and disposed of through EHSO (i.e. paints, paint thinners, solvents, caulking materials, adhesives, etc.).					
18.6	Chemicals are <b>not</b> poured down the sanitary or storm sewer.					
18.7	Chemical waste is <b>not</b> evaporated.					
18.8	Waste (or empty) non-returnable gases such as aerosol cans and MAPP gas cylinders are disposed of through EHSO.					
<b>Used Oil and Used Oil Debris</b>						
<b>Used oil is:</b>						
18.9	Stored in an appropriate container that is kept closed, except when filling.					
18.10	Labeled as "Used Oil".					
18.11	Not combined with other hazardous wastes.					
18.12	Collected in a catchment pan or bucket if leaking from machinery or equipment. Maintenance requests should be put in immediately.					
18.13	Collected by EHSO for disposal when the container is full or as soon as reasonable.					
<b>Used oil debris (filters, rags, absorbent, etc.) is:</b>						

# EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
18.14	Placed in a sturdy, leak-proof container.					
18.15	Labeled as "Used Oil Debris".					
18.16	<b>Used oil filters</b> are drained prior to being placed in the appropriate container.					
18.17	Collected by EHSO for disposal when the container is full or as soon as reasonable.					
<b>Ballasts</b>						
<b>PCB ballasts and suspect PCB ballasts are:</b>						
18.18	Placed in a sturdy, leak-proof container.					
18.19	Labeled with the date the ballast was removed from service.					
18.20	Collected by EHSO for disposal within 6 months of removal from service.					
<b>Battery ballasts are:</b>						
18.21	Placed in a sturdy container.					
18.22	Labeled as "Used Batteries".					
18.23	Labeled with the date the battery ballast was removed from service.					
18.24	Collected by EHSO for disposal within 6 months of removal from service.					
<b>Electronic ballasts are:</b>						
18.25	Labeled as 'e-waste for recycle'.					
18.26	Disposed of through an approved vendor.					
<b>Non-hazardous ballasts are:</b>						
18.27	Disposed of through metals recycling.					
<b>Electronic Waste</b>						
18.28	Electronic waste is disposed of by completing the Emory E-Surplus Removal Form					
<b>19.0 UNIVERSAL WASTE MANAGEMENT</b>						
<b>Lamps (i.e., fluorescent, halogen, metal halide, etc.)</b>						
19.1	New lamps are stored in a sturdy (i.e. original shipping box) container to minimize and contain breakage.					
<b>Used lamps are:</b>						



# EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
19.2	Stored in a sturdy box (preferably the original shipping container) or in a fiberboard drum.					
19.3	Stored with the box flaps taped closed or the fiberboard drum lid closed.					
19.4	Labeled as "Used Lamps".					
19.5	Labeled with the date the first lamp was removed from service.					
19.6	<b>When located on the Druid Hills Campus:</b> Lamp boxes are moved to the lamp recycling cage within 6 months of removal from service.					
19.7	<b>When located at other campuses (i.e. Oxford):</b> Lamp boxes and drums are disposed of through a lamp recycling vendor (in coordination with EHSO) within 1 year of removal from service.					
<b>Mercury Containing Equipment (i.e. thermostats, thermometers)</b>						
19.8	Mercury containing devices are intact and are not leaking.					
<b>Used / removed-from-service mercury containing devices are:</b>						
19.9	Placed in a sturdy, leak-proof container.					
19.10	Labeled as "Used Mercury-Containing Equipment".					
19.11	Labeled with the date the equipment was removed from service.					
19.12	Collected by EHSO for disposal within 6 months of removal from service.					
<b>Batteries (All types, except for alkaline)</b>						
<b>Used batteries are:</b>						
19.13	Leads or terminals are covered with non-conductive tape.					
19.14	Placed in a sturdy, leak-proof container.					
19.15	Labeled as "Used Batteries".					
19.16	Labeled with the date the battery was removed from service.					
19.17	Covered with non-conductive tape over the leads or terminals.					
19.18	Collected by EHSO for disposal within 6 months of removal from service.					

# EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
<b>20.0</b>	<b>SPILL PREVENTION, CONTROL, and COUNTERMEASURE (SPCC) (i.e. generators, transformers, hydraulic elevators, above ground storage tanks, grease traps ≥ 55 gallons)</b>					
20.1	SPCC Plan is present or available to staff for review.					
20.2	All oil-handling personnel have received annual SPCC training.					
20.3	Monthly SPCC inspections are completed for all oil containers 55 gallons or greater. Documentation of inspections is maintained in the SPCC Binder for the area or is available electronically.					
20.4	<b>Hydraulic elevators:</b> Must have a physical or electronic copy of the monthly inspection log maintained by the elevator service contractors.					
20.5	Oil containers and oil containing equipment are located away from floor drains or drains are protected from potential spills (i.e. berms, drain covers, absorbent socks, etc.).					
20.6	All oil containers or oil-containing equipment with a 55 gallon capacity or larger must have secondary containment (i.e. berms, pallets).					
20.7	Secondary containment structures (i.e. berms, pallets) are free of water and debris.					
20.8	Oil spill response equipment (kit) is stocked and readily available.					
	<b>Fats, Oils &amp; Grease (FOG) Interceptors &amp; Containers</b>					
20.9	The Fats, Oils & Grease (FOG) permit issued by the county is posted near the grease trap / interceptor.					
20.10	Used grease bins / interceptors are pumped at the established frequency and documentation (grease manifests) is maintained for a minimum of 3 years.					
20.11	Used fryer grease is properly handled and disposed of in the appropriate used grease bin.					
20.12	All used grease bins should have secondary containment that is kept free of water and other debris (i.e. tubs, pallets, etc.).					
20.13	Any spillage of used fryer grease / cooking oil is cleaned up immediately.					
<b>21.0</b>	<b>SWIMMING POOLS</b>					

## EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
21.1	Pool operators have a current pool operator certification and have a physical or electronic copy available for verification.					
21.2	Notify the county prior to a pool being drained.					
<b>22.0</b>	<b>EMERGENCY PROCEDURES / RESPONSE</b>					
22.1	Procedures are in place for spill response and notification of EHSO and / or Emory Police.					
22.2	Spill response materials are accessible and appropriate for the area.					
22.3	Spill debris is disposed of through EHSO.					
<b>23.0</b>	<b>BULK CHEMICALS (Tier II/Emergency Planning &amp; Community Right-to-Know)</b>					
23.1	List any bulk chemicals in the building and their quantities here.					
<b>24.0</b>	<b>PESTICIDE MANAGEMENT (Grounds Only)</b>					
24.1	All stock pesticide containers are properly labeled with the original container label from the manufacturer.					
24.2	All pesticide service containers (i.e. sprayers, tip-n-pours) are labeled with the name of the product, the EPA registration number, and manufacturer.					
24.3	All pesticide containers are stored in a locked cabinet or room with secondary containment.					
24.4	All pesticide containers are kept closed.					
24.5	The entrance to the building / area is posted with the following signs: "DANGER: PESTICIDES", "KEEP OUT", and "NO SMOKING AREA".					
24.6	Pesticide inventory is current.					
24.7	Personnel requiring a pesticide applicator's license have a current license.					
24.8	Unwanted or waste pesticides are disposed of through EHSO.					
24.9	Pesticide mixing occurs over a pad with a sump or inside of secondary containment.					
24.10	Water hoses for pesticide mixing are fitted with an anti-backsiphon device.					
24.11	Pesticide area is equipped with a spill kit.					
24.12	All applications are kept in a documentation log for a minimum of 3 years.					

## EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM

Item #	Item	Yes	No	CTI	N/A	Rooms /Areas Not in Compliance
24.13	Overhead spraying of pesticides is limited when possible.					

[illegible]

**EHSO SAFETY-ENVIRONMENTAL COMPLIANCE SELF-INSPECTION FORM**

Item #	Additional Comments/Notes