



SPECIAL TOPIC CHECKLIST FOR QUARTER 3, 2009

Building & Rm(s): _____	Inspected By: _____
PI/Area Supervisor: _____	Date: _____

Note corrective actions taken for any “No” responses. Retain all documentation regarding inspections for a minimum of three years.

1. QUESTIONS FOR ALL FACULTY, STAFF AND STUDENTS

Y	N	N/A	Quarterly Topic: PERIODIC CHECKS, TIMELY CORRECTIONS
			1. Does your Department Emergency Coordinator (and Work Area or Lab Contact if applicable) have your current contact information and is this information updated and available in StanfordWho or through Axxess?
			2. Have you completed training modules identified on the completed Training Advisor form? <i>(Support information: http://med.stanford.edu/somsafety/forms/trainInit031809.doc)</i> <i>(Training Advisor form: https://ehsapprd1.stanford.edu/trainingAdvisor/questionnaire.jsp)</i>
			3. Does your department have an emergency hotline number?
			a. If so, are you familiar with the emergency hotline number as a source for RECEIVING information?
			b. Are you familiar with REPORTING unusual odors, spills, utility failures, medical emergencies or work-related injuries? (286 , 211, 723-7222 (Med Center Security) or 911 depending on situation and location – see details included on “What To Do in an Emergency” Card)
			4. If you are a Stanford employee (faculty and staff), are you aware of procedures for reporting incidents or exposures and receiving treatment for work-related accidents that are available through the Stanford Occupational Health Center? <i>(http://www.stanford.edu/dept/EHS/prod/researchlab/IH/SUOHC/)</i>
			5. If you are a Post Doc or graduate student, are you aware of procedures for work-related accidents, incidents and exposure that are available through Vaden Health Center? <i>(http://vaden.stanford.edu/emergencies/getting_help.html)</i>

Comments & Additional Findings

Quarterly Topics

- Quarter 1, 2009: Emergency Notification for Laboratories
- Quarter 2, 2009: TRACE: Health and Safety Verifications for Laboratories
- Quarter 3, 2009: Periodic Checks, Timely Corrections
- Quarter 4, 2009:



2. QUESTIONS FOR WORK AREA SUPERVISORS OR PRINCIPAL INVESTIGATORS

Y	N	N/A	Quarterly Topic: PERIODIC CHECKS, TIMELY CORRECTIONS
			1. Complete a General/Office Inspection Checklist for offices or non-laboratory work areas. Don't forget to list all rooms at the top of the form!
			2. Complete a Laboratory & Shop Inspection Checklist for areas using or storing chemicals (e.g. research laboratories, fume hood rooms, tissue culture rooms, cold rooms, etc.). Have ALL rooms with chemical storage been included in this Self-Inspection and listed on this checklist?
			3. If there have been personnel changes, have updates been made to your work group roster?
			4. Has the chemical inventory for the lab been reviewed and updated in ChemTracker within the past six months?
			5. Is the information located on the Emergency Notification Form located in each Life Safety Box list up-to-date contacts and contact information?
			6. Is there a date and initial on the Chemical Storage Map and Emergency Notification Form, indicating that the information has been reviewed within the past 12 months?
			7. Safety Equipment service/certification is current
			a. Eyewash/shower has been certified within the last month?
			b. Fumehood(s) has/have been certified within the last year?
			c. Biosafety Cabinet(s) has/have been certified within the last year?
			d. Nearest fire extinguisher has/have been certified within the last year?

3. QUESTIONS FOR DEPARTMENTS OR SERVICE CENTERS

Y	N	N/A	Quarterly Topic: PERIODIC CHECKS, TIMELY CORRECTIONS
			1. Distribute a General/Office Inspection Checklist and/or Laboratory & Shop Inspection Checklist to work area supervisors and submit a <u>single</u> Self-Inspection Summary form to the Health and Safety Programs Office,
			2. Has your department's personnel roster been reviewed in the last 90 days? If not, review contact information for all department faculty, staff and students.
			3. Have your department's emergency supplies (i.e., flashlights, food, water, first aid kits, etc.) been inventoried and examined in the last year? Have you replaced any items that have expired?
			4. Can records for completed training be located in a timely manner if requested by auditors or regulatory inspection agencies?
			5. Have all new employees completed training modules identified on the completed Training Advisor form? (http://med.stanford.edu/somsafety/forms/trainInit031809.doc)