



HARVARD
Campus Services
ENVIRONMENTAL HEALTH & SAFETY

CATEGORY	QUESTION
Asbestos	Building materials in good condition (pipe insulation, fireproofing, weatherproofing, floor tiles, etc.)
	Area free of suspect asbestos containing material
	PACM caution signs posted at mechanical space entry points
	Hazardous materials building survey conducted
	Operations and Maintenance program in place
	Other Asbestos requirements are met
Basic Electrical	Wiring is properly guarded by a plate, cover, or conduit
	Minimum 3 ft. clearance around electrical panels <150V
	Minimum 4 ft. clearance around electrical panels 150V-600V
	Electrical panel door is able to open a min of 90 degrees
	Electrical panel door is closed
	Blanks are installed in unused panel slots
	Unused knockouts are intact
	GFCI receptacle installed near water hazard
	GFCI functioning properly when tested
	Extension cord is used for temporary power
	Extension cord not used in conjunction with another extension cord/power strip
	Extension cord undamaged.
	Electrical equipment properly used
	Electrical device properly labeled (70E)
Other Basic Electrical requirements are met	



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CATEGORY	QUESTION
Compressed Gas	Cylinder not leaking, corroded or damaged
	Cylinders are properly labeled
	Cylinders are secured to prevent them from falling or being knocked over
	Each cylinder is marked by label or tag with the name of its contents.
	Cylinders that are smaller than 18 inches tall are secured with an appropriate bracket or stand
	Valves on empty or full cylinders are protected with the standard protective cap when not in use
	Rooms or cabinets containing compressed gases are labeled
	Cylinders are grouped by type of gas (e.g., flammable gases may not be stored next to oxidizing gases)
	Hoses and distribution lines are well maintained and properly stored
	Piping systems are labeled
	Compressed air used for cleaning is reduced to less than 30 psi
Other Compressed Gas requirements are met	
Confined Space	Confined space identified with sign
	Confined Space sign in good condition
	Other Confined Space requirements are met
Drill Press	Drill presses have guarding over the motor, belts and pulleys
Exterior of Building	No slip, trip or fall hazards
	Railings and stairs free of hazards/obstructions
	Free from intrusive/obstructive vegetation
	Fire beacon is visible
	Other Exterior of Building requirements are met



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CATEGORY	QUESTION
Fire Protection	Building equipped with sprinkler protection
	Proper clearance (18 inches horizontal plane)
	Atrium smoke systems are tested 2x annually for proper function
	Fire doors release by single action
	Fire doors are unobstructed, not wedged open or blocked
	Fire doors close and latch properly
	Fire doors kept closed, unless held open on magnetic hold back devices
	Proper type of portable fire extinguishers provided
	Extinguishers are fully charged
	Smoke detectors free of obstructions, not covered
	Fire alarm pull stations are free of obstructions and accessible
	Fire extinguisher inspection tags punched within one year of date
	Fire extinguishers are properly mounted, signed and accessible
	Penetrations through walls (closets, mechanical, electrical rooms) are protected and sealed with fire stop.
	Emergency lighting functions properly
	Horns and strobes function properly
	Magnetic holdback devices released fire door upon activation of alarm
	Other Fire Protection requirements are met
Fire extinguishers are checked monthly	



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CATEGORY	QUESTION
Flammable & Combustible Materials	Combustible scrap, debris and waste materials (oily rags, etc.) stored in covered metal receptacles
	Approved containers and tanks are used to store flammable and combustible liquids
	Other Flammable and Combustible Material requirements are met
Grinding Machine	An adjustable / rigid work rest is located on abrasive grinding machines which can be adjusted to within 1/8 inch of the wheel
	The adjustable tongue guard on the top side of the abrasive grinding machine is used and kept within a 1/4th inch of the wheel
	The angle between the tongue guard the horizontal plane of the abrasive grinding machine does not exceed 65 degrees
	Other Abrasive Grinding Machine requirements are met
Hand and Portable Power Tools	Portable power tool in good condition
	Portable power tool has 3 prong plug or is double insulated
	Other Hand and Portable Power Tool requirements are met
Hazard Communication	Safety Data Sheets are available for chemicals and products used (hard copies, internet)
	Chemicals properly labeled, tagged or otherwise marked
	Chemicals properly stored
	Label includes chemical name
	Label includes hazard warnings
	Label is legible and written in English
	Secondary containers labeled
	Other Hazard Communication requirements are met



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CATEGORY	QUESTION
Ladders	General Ladder
	Loose steps or rungs
	Loose nails, screws, bolts, or other materials
	Cracked, split, or broken uprights, braces, steps, or rungs
	Slivers on uprights, rungs, or steps
	Rungs/steps missing
	Rungs/steps on metal ladders corrugated or knurled
	Free from grease, oil, or slippery materials
	Wooden parts free from splinters, cracks, decay
	Joints between rungs and side rails tight (loose if moved by hand)
	Movable parts operate freely
	Damaged or worn non-slip bases
	Rails free from crack/splitting
	Stepladder safe and in good condition
	Exceeds 20 feet in length
	Wobbly
	Loose or bent hinge spreaders
	Broken stop on hinge spreaders
	Sharp edges on spreaders
	Extension ladder in poor condition
Loose, broken, or missing extension locks	



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CATEGORY	QUESTION
Ladders	Loose, broken, or missing extension locks
	Defective locks that do not seat properly when ladder is extended
	Frayed or worn rope
	Single section ladder exceeds 30 feet in length
	Two-section extension ladder exceeds 60 feet in length
	Other Ladder requirements are met
Loading Docks	Safe clearance for equipment is maintained through aisles and doorways
	Motorized vehicles and mechanized equipment are inspected daily or prior to use
	Dock plates and loading ramps are rated to withstand imposed loads
	Hand trucks are in safe operating condition
	Other Loading Dock requirements are met
Machine Guarding	Machines are adequately guarded
	Machines are securely mounted
	Required signage is posted in the work area
	Unauthorized shop access is controlled
	Sufficient clearance around machines for safe operations, servicing, material handling and waste removal is maintained
	Equipment is properly situated and securely anchored to prevent tipping or movement
	There is a power shut-off switch within reach of the operator's position at each machine
	Other Machine Guarding requirements are met



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CATEGORY	QUESTION
Machine Location / Setup	Small units are secured to benches, tables, or stands of adequate strength and design
	The height of table or point of operation for various machines is in accordance with the Machine Guarding Program
	Adequate space is provided to allow material handling with the least possible interference from or to operators or other machines
	Other Machine Location and Setup requirements are met
Materials Handling / Storage	Materials Handling equipment in good condition
	Appropriate mechanical devices (e.g., lifts, hoists) provided
	Defective materials handling equipment taken out of service
	Other Material Handling and Storage requirements are met
Means of Egress	Alarms function properly
	Emergency exits compliant
	Ceiling tiles in place/intact
	Emergency lighting functions properly when tested
	Exit routes straightforward and obvious, no jam points
	Door to exit is side-hinged and swings toward path of travel when occupancy >50 persons or high hazard occupancy
	Exits marked appropriately
	Exit signs have directional arrows where exit is not apparent
	Exit signs and arrows are internally-illuminated and visible from 100 feet
	Exit sign is unimpaired (decorations, equipment or other)
	Exterior stairways and fire escapes free of snow and ice
	Fire escape free from storage
	Exits free of obstruction



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CATEGORY	QUESTION
Means of Egress	Panic hardware on exit door opens with force of less than 15 pounds
	Adequate barriers or warnings provided to prevent and protect personnel from exiting through doors into vehicle traffic
	Corridors are accessible and unobstructed (free of boxes, trash and bicycles)
	Emergency evacuation maps are posted and properly orientated
	Corridors and stairwells are adequately illuminated
	Hand rails are in good condition
	Stair risers in good condition
	Other Means of Egress requirements are met
	Residents evacuate in an orderly manner (all occupants evacuated)
	Occupants observed using stairwells rather than elevators
	Fire Drill start time, end time, and approximate number evacuated
Miscellaneous	Cold room storage door fitted with inside safety release to open padlocked or exterior locked door
	Occupancy permits are posted for assembly occupancies
	Fire Safety Comments/Notes
NFPA 704	Bulk chemical areas marked with appropriate NFPA 704 signs
	Other NFPA 704 requirements are met
Personal Protective Equipment	Damaged or defective PPE removed from service
	Type of hand protection appropriate for hazard
	Other Personal Protective Equipment requirements are met
Respirator	Voluntary Use of Form signed for N95 / nuisance use.
	Other Respirator requirements are met



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CATEGORY	QUESTION
Roof Top Fall Protection	Equipment is greater than 15 feet from leading edge of roof
	No over the edge work conducted
	Roof anchors available and inspected
	Fixed ladder transition equipped with fall protection
	Rooftop equipped with active fall protection
	Rooftop equipped with passive fall protection
	Skylights are OSHA compliant (capable of 200 lb. point load)
	Standard fall hazard danger sign is posted at roof access points
	Other Roof Top Fall Protection requirements are met
Table Saw	Saw equipped with automatically adjusting blade hood guard
	Other Table Saw requirements are met
Ventilation	Volume and velocity of exhaust system sufficient to control and evacuate dusts, fumes, mists, vapors, or gases
	Clean-out ports or doors are provided at intervals not to exceed 12 feet in all horizontal runs of exhaust ducts
	Exhaust ventilation working properly
	There is adequate makeup air provided to areas where exhaust systems are operating
	Supply air ventilation working properly
	Supply and exhaust air vents free of any obstruction
	Bathrooms and Kitchen exhaust working properly
	Filters installed correctly (direction of air flow)
	Filters are clean and on regular change out schedule
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CATEGORY	QUESTION
Ventilation	Drain pan angled properly (toward drain)
	Drain pans free of accumulated or standing water
	Drain pans are clean, free of visible mold/mildew growth
	Heating/cooling coils are clean
	Other Ventilation requirements are met
Walking and Working Surfaces	Free of splinters, cracks or other damage
	Free of loose, protruding boards, tiles, carpeting or bricks
	Floor holes protected
	Floor hole cover lies flush with surface
	Floor hole cover supports 400 lbs. (or 2 x lbs. of intended load)
	Stairs at least 22 inches wide
	Stairs treads slip resistant
	Stairs with 4 or more risers are equipped with handrail
	Egress stairs (>2002) width 44 in (<2000 persons)
	Egress stairs (>2002) riser < 7 in and >4 in
	Floor, sidewalk, or other walking surfaces are in good condition
	Change of elevations are appropriately marked
	Floor openings are guarded by a cover, a guardrail, or equivalent on all sides
	Toe boards installed around the edges of permanent floor openings where persons may pass below
	Step risers on stairs are uniform from top to bottom
Stairway handrails are between 30 inches and 34 inches above the leading stair tread edge	
Stairway handrails are capable of withstanding a load of 200 pounds, in any downward or outward direction	



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CATEGORY	QUESTION
Walking and Working Surfaces	Load capacity signs posted on elevated surfaces.
	Materials on elevated surfaces are piled or stacked in a manner to prevent tipping, falling, etc.
	Areas adjacent to operating machinery, welding, etc. are arranged to protect from hazards.
	Other Walking and Working Surface requirements are met
Welding Equipment	Acetylene and oxygen stored separately
	Cylinders secured to wall or in cart
	Oxygen tanks free of oil and grease
	Cylinders, hoses and components in good condition
	Other Welding Equipment requirements are met
Workplace Environment	Proper housekeeping maintained
	Slip and trip hazards protected
	Safe/clear path of travel
	Sharp/protruding objects protected
	Overhead hazards protected
	Work area properly illuminated
	Area free of water intrusion, damage
	Areas free of mold
	Hot surfaces protected
	Universal waste managed properly
	Other Workplace Environment requirements are met
	Overhead hazard is protected