

# UCI Hazard Identification Checklist

The **Hazard Identification Checklist** is a tool used to identify unsafe or unhealthful work conditions, practices, or procedures. The checklist includes an outline of the corrective actions identified for each hazard found.

Please complete the following fields, complete on an annual basis, and ensure a copy is kept on file.

<b>Surveyor Name:</b>				<b>Survey Date:</b>	
<b>Work Unit:</b>				<b>SR Name:</b>	
<b>Building:</b>					
<b>Rooms Surveyed:</b>					
POLICIES & PROCEDURES	Yes	No	N/A	Corrective Actions:	Date Corrected:
1. Is the Emergency Procedures On-line and the UC Irvine Injuries & Medical Treatment posted? Is there a work unit emergency call list available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate safety information needs to be posted in offices and common areas. Signage can be printed from this website: <a href="https://em.uci.edu/emergency-response-procedures/index.php">https://em.uci.edu/emergency-response-procedures/index.php</a>	
2. Does staff know the location of the evacuation assembly area and evacuation plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Train workers on evacuation procedures. Evacuation assembly areas can be found at: <a href="https://www.police.uci.edu/emergency-mgmt/zone-crew.php">https://www.police.uci.edu/emergency-mgmt/zone-crew.php</a>  <a href="https://map.uci.edu/?id=463#!ce/28824?ct/28825?s/?sbc/">https://map.uci.edu/?id=463#!ce/28824?ct/28825?s/?sbc/</a>	
3. Does staff know how to report an incident/injury/safety concern?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Training workers on how to report incidents, injuries, safety concerns, or near-misses. Submit incidents/injuries/safety concerns at <a href="https://www.ehs.uci.edu/forms/report-injury/index.php">https://www.ehs.uci.edu/forms/report-injury/index.php</a>	
4. Are your department tasks and equipment specific procedures, operator's manual, and/or JSA's (Job Safety Analysis) readily available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure all staff know how to access instruction manuals and JSAs.	
WORK AREAS & SURFACES	Yes	No	N/A	Corrective Actions:	Date Corrected:
5. Are aisles, hallways, exit corridors, stairways and doorways kept clear? Are they unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Remove items that block or obstruct aisles, exit paths, and hallways. Remove items (boxes, equipment, furniture, etc.) that block the path of egress. Maintain a clearance of 24 inches for aisles and 44 inches for corridors and hallways.	
6. Are work areas properly illuminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure light fixtures are in good condition and lighting is	

				adequate for the work performed. Contact Facilities to request maintenance or replacement of any broken light fixtures. Consider purchasing additional task lighting, if needed.	
<b>7. Is good housekeeping practiced</b> (e.g no clutter, cord management, stored equipment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintain clean and orderly worksites, tools are put away when not in use, sharp objects and blades are properly stored, machines are cleaned after use, there is no unnecessary clutter, etc.; No tripping hazards present; walkways are clear of all materials, cords, wires, paper, and equipment and other potential trip and fall hazards.	
<b>8. Are walking surfaces and stair treads in good condition and without any trip, slip, or fall hazards and floor drains in good condition?</b> (e.g. clean floors, spills are cleaned up, railing or bollards with chains installed on loading dock to avoid falls)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floors are in good condition (clean, dry and free of slippery materials) and do not present slip/trip/fall hazard such as broken floor boards, chipped cement, torn carpet, liquid puddles or other damage.; Maintain clean floors and stairwells. Ensure walking areas are free from trip, slip, or fall hazards. Ensure anti-slip tread is added to steps of stairways  Clear floor drains from dirt, debris or any obstructions. If clogged and cannot be cleared, contact Facilities Management to clear drain.	
<b>9. Are safety mirrors installed in areas with blind spots or hidden corners?</b> (Recommended for hallways with collision hazards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install safety mirrors in areas with blind spots or hidden corners.	
<b>10. Do swinging doors have windows?</b> (Recommended in areas with high foot traffic to avoid collisions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install swinging doors in areas with high foot traffic, such as kitchen and dining areas.	
<b>11. Are ceiling tiles/panels in reasonable condition</b> (not substantially damaged, stained, moldy, or missing)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit a service request to Facilities Management for repair. Online ( <a href="https://service.fac.uci.edu/html/en/default/platform/mainpage/mainpage.jsp">https://service.fac.uci.edu/html/en/default/platform/mainpage/mainpage.jsp</a> ) or call 949-824-5444	
<b>12. Are safety precaution signs posted where applicable?</b> (e.g. wet floor signs, do not enter signs, caution signs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Appropriate safety information needs to be posted at your location.	

13. Are first aid kits readily accessible, appropriately stocked with approved items, and easy to locate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	First aid kits must be physically and visually accessible and free of obstructions. Restock first aid equipment. Check expiration dates monthly. <a href="https://www.ehs.uci.edu/pdf/first-aid-kit">https://www.ehs.uci.edu/pdf/first-aid-kit</a>	
14. Are AED units readily accessible, easy to locate inspected monthly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AEDs need to be inspected monthly. Notify Check with your department designees on a monthly basis via Total Solution AED monitoring platform. For more information on AED Program on campus, visit <a href="https://ehs.uci.edu/safety/pdf/campus-aed-program-reference-guide.pdf">https://ehs.uci.edu/safety/pdf/campus-aed-program-reference-guide.pdf</a>	
15. Is PPE (Personal Protective Equipment) in good condition, appropriate for the job task, and readily available? (e.g. cut gloves, slip resistant shoes, shoe covers, safety glasses, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<a href="https://www.ehs.uci.edu/safety/non-research-ppe.php">https://www.ehs.uci.edu/safety/non-research-ppe.php</a>	
<b>STORAGE/CHEMICAL SAFETY</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Corrective Actions:</b>	<b>Date Corrected:</b>
16. Are heavy or tippable items >42" secured? (e.g. permanently stationed equipment are bolted down, brakes enabled on temporarily stationed wheeled carts/equipment, adjacent shelving units, compressed gases cylinders are secured with post clamps)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install seismic anchoring or submit a Facilities Management Request (FMR) at <a href="http://service.fac.uci.edu/">http://service.fac.uci.edu/</a> to seismically anchor large, tippable equipment and furniture or contact building manager/department administrator.	
17. Are heavy/hard items secured / limited in height? (e.g. boxes are not over stacked)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please lower or secure boxes to reduce seismic injury potential.	
18. Are proper equipment (i.e. step stools or ladders) available to assist with reaching items above shoulder height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use step stools with proper weight capacity for the task. If using a ladder, ensure to use a ladder height 3 feet above the height of the work.	
19. Are chemicals properly stored? (e.g., no leaks or unlabeled bottles, acids and bases stored separately)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chemicals must be closed with caps and be in appropriately labeled containers, with containers in good condition. Corrosives must be stored below eye level.	
19. Is the SDS for all chemicals readily available on-site or accessible digitally?				Copies for chemical SDS can be obtained from the manufacturer's website. Additional resources are listed here:	

				<a href="https://ehs.uci.edu/sds/index.php">https://ehs.uci.edu/sds/index.php</a>	
20. Is there a flammable cabinet for flammable chemicals and does it self-close and self-latch?				Store flammable liquids in approved flammable cabinets that are self-closing and have a 3-point latch system. Contact EH&S for recommended flammables cabinets or submit a Facilities Management Request (FMR) to repair flammables cabinets for those that are under the fume hood.	
21. Are shower and/or eyewash stations available? Are they in good condition and easily accessible? Ensure plumbed eyewash stations are turned on at least monthly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency shower and eyewash must be accessible and within 10 seconds (~50ft). Contact Facilities Management to have your emergency eyewash and shower tested monthly.; Check expiration dates on portable eyewash bottles monthly and replace when passed expiration date.	
<b>ELECTRICAL SAFETY</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Corrective Actions:</b>	<b>Date Corrected:</b>
22. Are electrical cords and plugs in good repair, not cracked, broken, or frayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment and/or electrical cords are posing as an electrical hazard. Remove and/or replace damaged cords or plugs, or power cords found under doors, carpets, through ceilings, or near liquids. Discontinue the use of equipment that poses electrical hazard by placing a sign indicating "DO NOT USE", submit a lab/equipment clearance form and contact facilities management or Peter's exchange to remove equipment.	
23. Are junction boxes, wall outlets, & switches in good repair? (e.g. not broken, covers in place, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Submit a service request to Facilities Management for repair.	
24. Do all electrical panels and breaker boxes have a 3-foot clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Please clear the space in front of the electrical panel, from floor to ceiling. Three feet of clearance in front of the panel is required to enable quick access during electrical emergencies.	
25. If power strips are present, are they grounded and not connected to another power strip or to an extension cord? <i>Extension cords are only allowed for temporary conditions.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Avoid overcrowding receptacles and power strips, multi-plugging or daisy-chaining extension cords or power strips, and using extension cords for	

				permanent wiring. Submit a request to Facilities Management if additional wall receptacles are needed.	
26. Are there fixed or portable Ground Fault Circuit Interrupter (GFCI) devices used in areas that are frequently wet (within 6 feet of a water source)? (e.g. fixed outlet near the sink has a green light indicator)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Install a fixed GFCI device or use portable GFCI protection of receptacles that are located within 6 feet of a water source. Contact facilities management to install.	
27. Are machines/equipment working properly? Are they in good condition? Are broken items placed out of service? (Tip: inspect frequently used items, e.g. speed racks, casters, wheels, appliances, ladders, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspect wheels, bits, blades, discs and belts before use. Place Out of Service signs on broken or decommissioned machines. Contact <a href="mailto:safety@uci.edu">safety@uci.edu</a> with any questions.	
28. Are energy sources removed during cleaning, maintenance, and/or repair? (e.g. unplugged during cleaning, LOTO procedures are observed and followed during maintenance or repairs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Use "Do Not Operate" tags and signs to post on the equipment or doors where the source of energy is located. Have a lock out/ tag out safe operating procedures to follow and equipment like locks and LOTO devices available to deploy.	
<b>FIRE SAFETY</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Corrective Actions:</b>	<b>Date Corrected:</b>
29. Are fire extinguishers provided and are physically and visually accessible, fully charged (needle is in the green zone), pin and security seal in place, and up-to-date maintenance tag?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguishers are not available or accessible, when not fully charged, after it is discharged, when tampered, and when it is overdue for a regular maintenance. EH&S will notify Fire Safety.	
30. Are fire doors in good conditions and not propped open?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do not prop open fire doors. Doors to areas where hazardous materials are handled or stored must be secure and access restricted to authorized personnel. Submit a request to Facilities Management or contact the building manager for repair of doors that do not self-close or latch properly	

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Additional Hazards. Please include any additional hazards or concerns identified during the inspection below:	Corrective Actions:	Date Corrected:

**Questions or Comments?** Contact Environmental Health & Safety at [safety@uci.edu](mailto:safety@uci.edu) or at (949) 824-6200.

## Resources:

Report an Injury, Safety Concern or Near-Miss:	<a href="https://www.ehs.uci.edu/apps/hr/">https://www.ehs.uci.edu/apps/hr/</a>
UCI Injuries and Medical Treatment Poster:	<a href="https://www.ehs.uci.edu/MedEmergPoster.pdf">https://www.ehs.uci.edu/MedEmergPoster.pdf</a>
Ladder Purchasing Guidelines:	<a href="https://www.ehs.uci.edu/safety/ladder-safety.php">https://www.ehs.uci.edu/safety/ladder-safety.php</a>
Emergency Procedures:	<a href="https://em.uci.edu/emergency-response-procedures/index.php">https://em.uci.edu/emergency-response-procedures/index.php</a>