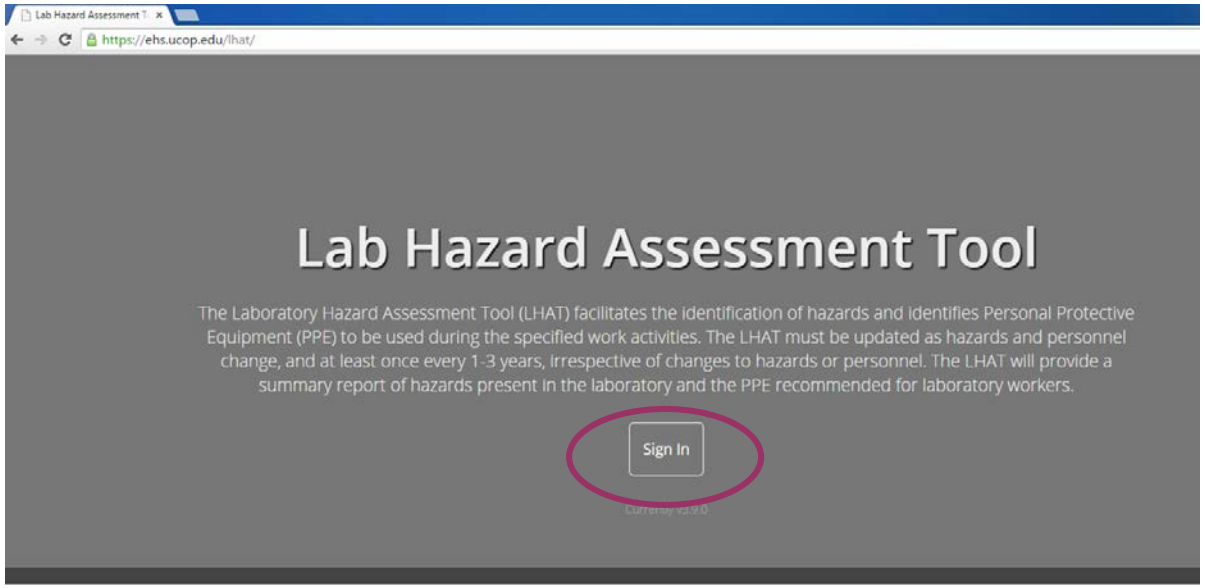
Safety Inspection Tool (SIT)

How-to-use tutorial

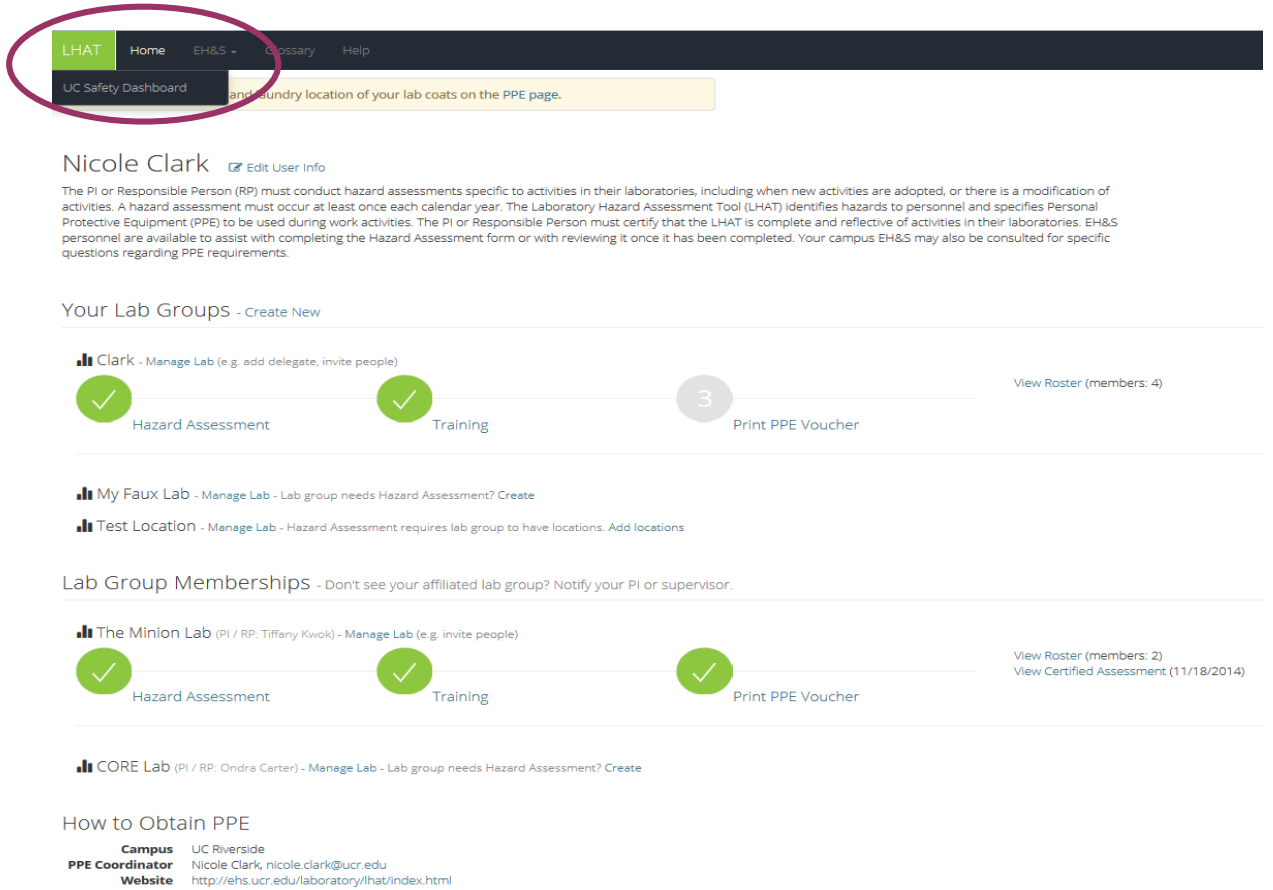


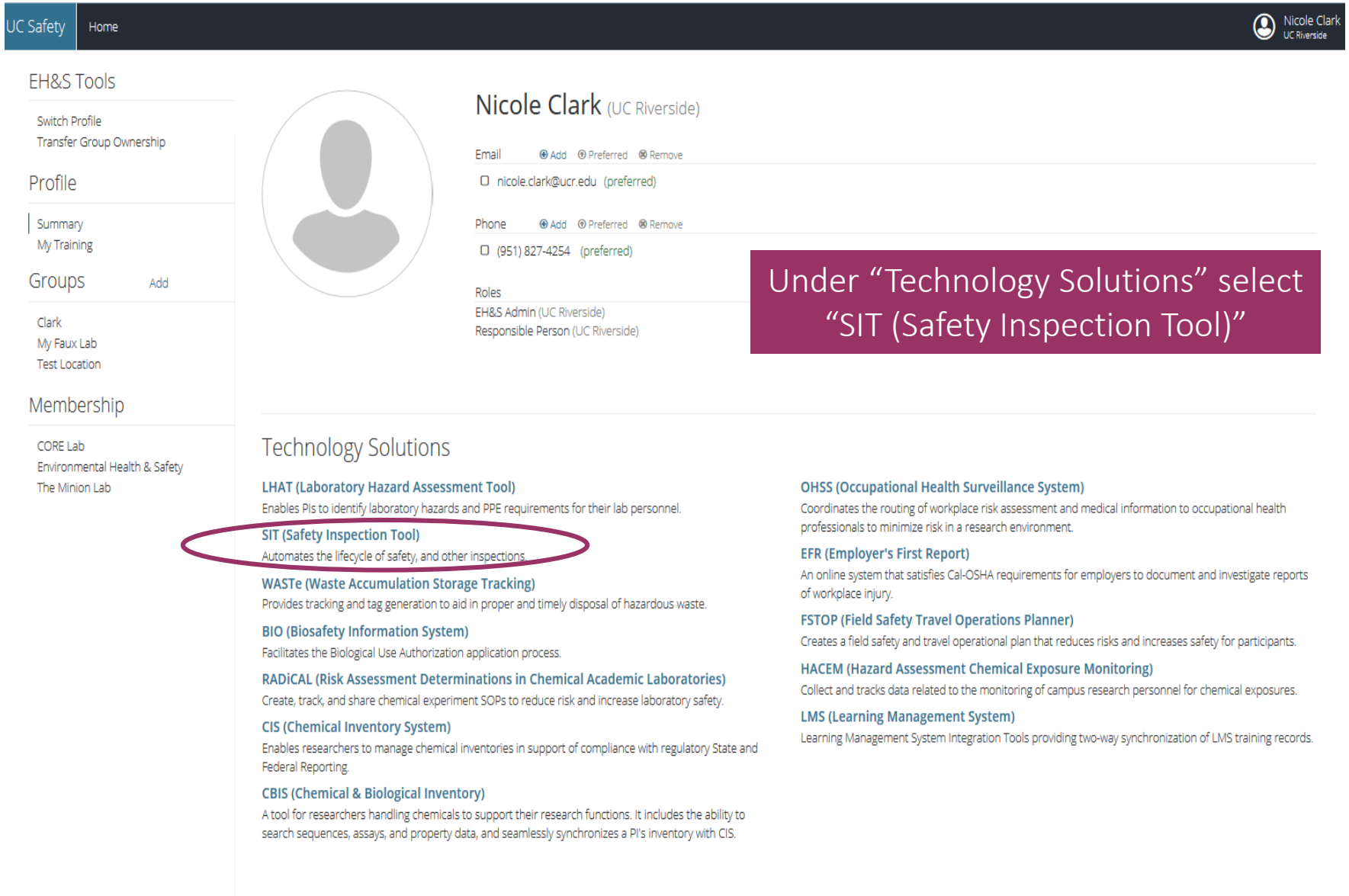
Sign in to Laboratory Hazard Assessment Tool (LHAT) ehs.ucop.edu/lhat

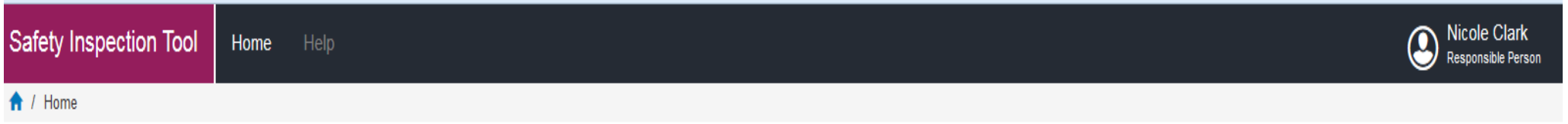
What Can I Do In LHAT?

- Objectives for the PI or Responsible Person*
- Objectives for Laboratory Personnel
- Objectives for Environmental Health & Safety (EH&S)

Select “LHAT” in the upper left hand corner to access the “UC Safety Dashboard”




UC Safety
Home
Nicole Clark
UC Riverside
EH&S Tools
Switch Profile
Transfer Group Ownership
Profile
Summary
My Training
Groups
Add
Clark
My Faux Lab
Test Location
Membership
CORE Lab
Environmental Health & Safety
The Minion Lab
Nicole Clark (UC Riverside)
Email
Add
Preferred
Remove
nicole.clark@ucr.edu (preferred)
Phone
Add
Preferred
Remove
(951) 827-4254 (preferred)
Roles
EH&S Admin (UC Riverside)
Responsible Person (UC Riverside)
Under “Technology Solutions” select “SIT (Safety Inspection Tool)”
Technology Solutions
LHAT (Laboratory Hazard Assessment Tool)
Enables PIs to identify laboratory hazards and PPE requirements for their lab personnel.
SIT (Safety Inspection Tool)
Automates the lifecycle of safety, and other inspections.
WASTe (Waste Accumulation Storage Tracking)
Provides tracking and tag generation to aid in proper and timely disposal of hazardous waste.
BIO (Biosafety Information System)
Facilitates the Biological Use Authorization application process.
RADiCAL (Risk Assessment Determinations in Chemical Academic Laboratories)
Create, track, and share chemical experiment SOPs to reduce risk and increase laboratory safety.
CIS (Chemical Inventory System)
Enables researchers to manage chemical inventories in support of compliance with regulatory State and Federal Reporting.
CBIS (Chemical & Biological Inventory)
A tool for researchers handling chemicals to support their research functions. It includes the ability to search sequences, assays, and property data, and seamlessly synchronizes a PI's inventory with CIS.
OHSS (Occupational Health Surveillance System)
Coordinates the routing of workplace risk assessment and medical information to occupational health professionals to minimize risk in a research environment.
EFR (Employer's First Report)
An online system that satisfies Cal-OSHA requirements for employers to document and investigate reports of workplace injury.
FSTOP (Field Safety Travel Operations Planner)
Creates a field safety and travel operational plan that reduces risks and increases safety for participants.
HACEM (Hazard Assessment Chemical Exposure Monitoring)
Collect and tracks data related to the monitoring of campus research personnel for chemical exposures.
LMS (Learning Management System)
Learning Management System Integration Tools providing two-way synchronization of LMS training records.



Safety Inspection Tool

Schedule. Inspect. Report. Correct.

Reports

Current & past inspection reports

Appointment(s)

Upcoming appointments

Self Inspection

Choose a checklist to start a self inspection

Laboratory Safety Checklist — Start Inspection

This is the homepage viewed by the PI/Responsible Party or your assigned delegate.

Safety Inspection Tool | Home | Help

/ Home

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Laboratory Safety Checklist — Start Inspection

Safety Inspection Tool | Home | Help

/ Report

Nicole Clark

Self Inspection - December 11, 2014

Before We Begin

Add all locations or assets to be included in the inspection report before continuing.

A Locations

- ☑ Env Health
  - ☑ 0100

Room Not Listed?

B Other Assets

Indicate assets to inspect here. Assets are spaces or items that require inspection but are unavailable to select as rooms.

Env Health 0101

Env Health

Example: Fire Extinguisher RU641946

Add More

Continue To Inspection

Safety Inspection Tool | Home | Help

/ Report

Nicole Clark

Self Inspection - December 11, 2014

Before We Begin

Add all locations or assets to be included in the inspection report before continuing.

Include all laboratory spaces where hazardous chemicals are stored/handled if location is not already listed

A Locations

- [x] Env Health
  - [ ] 0100

Room Not Listed?

Clicking on "Room Not Listed" opens an LHAT dialog box

B Other Assets

Indicate assets to inspect here. Assets are spaces or items that require inspection but are unavailable to select as rooms.

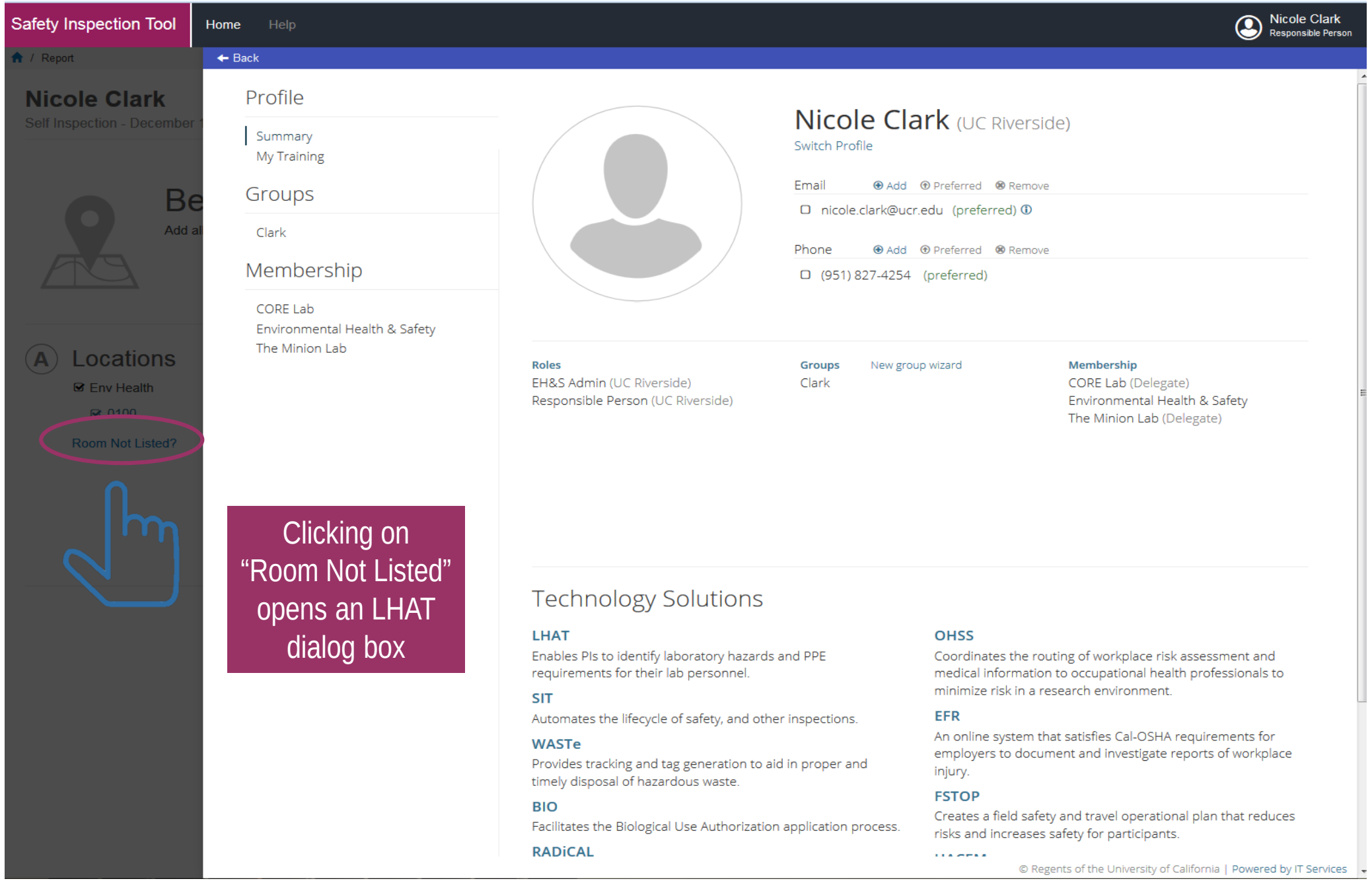
Env Health 0101

Env Health 0102

Example: Fire Extinguisher RU641946

Add More

Continue To Inspection


Safety Inspection Tool
Home
Help
Nicole Clark
Responsible Person
Report
Back
Nicole Clark
Self Inspection - December
Locations
Env Health
Room Not Listed?
Profile
Summary
My Training
Groups
Clark
Membership
CORE Lab
Environmental Health & Safety
The Minion Lab
Nicole Clark (UC Riverside)
Switch Profile
Email
Add
Preferred
Remove
nicole.clark@ucr.edu (preferred)
Phone
Add
Preferred
Remove
(951) 827-4254 (preferred)
Roles
EH&S Admin (UC Riverside)
Responsible Person (UC Riverside)
Groups
New group wizard
Clark
Membership
CORE Lab (Delegate)
Environmental Health & Safety
The Minion Lab (Delegate)
Clicking on "Room Not Listed" opens an LHAT dialog box
Technology Solutions
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WASTe
Provides tracking and tag generation to aid in proper and timely disposal of hazardous waste.
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RADiCAL
OHSS
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EFR
An online system that satisfies Cal-OSHA requirements for employers to document and investigate reports of workplace injury.
FSTOP
Creates a field safety and travel operational plan that reduces risks and increases safety for participants.
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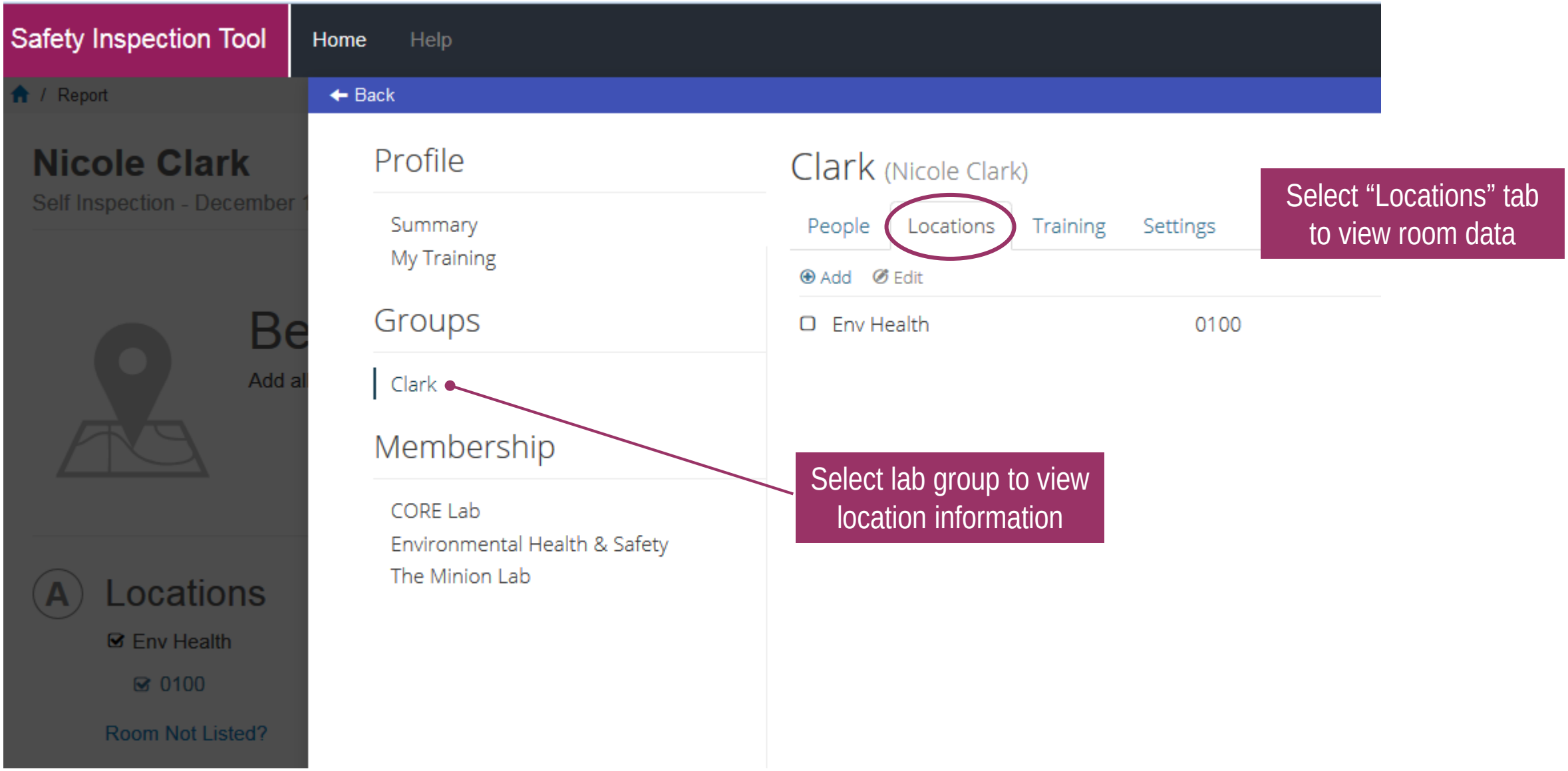
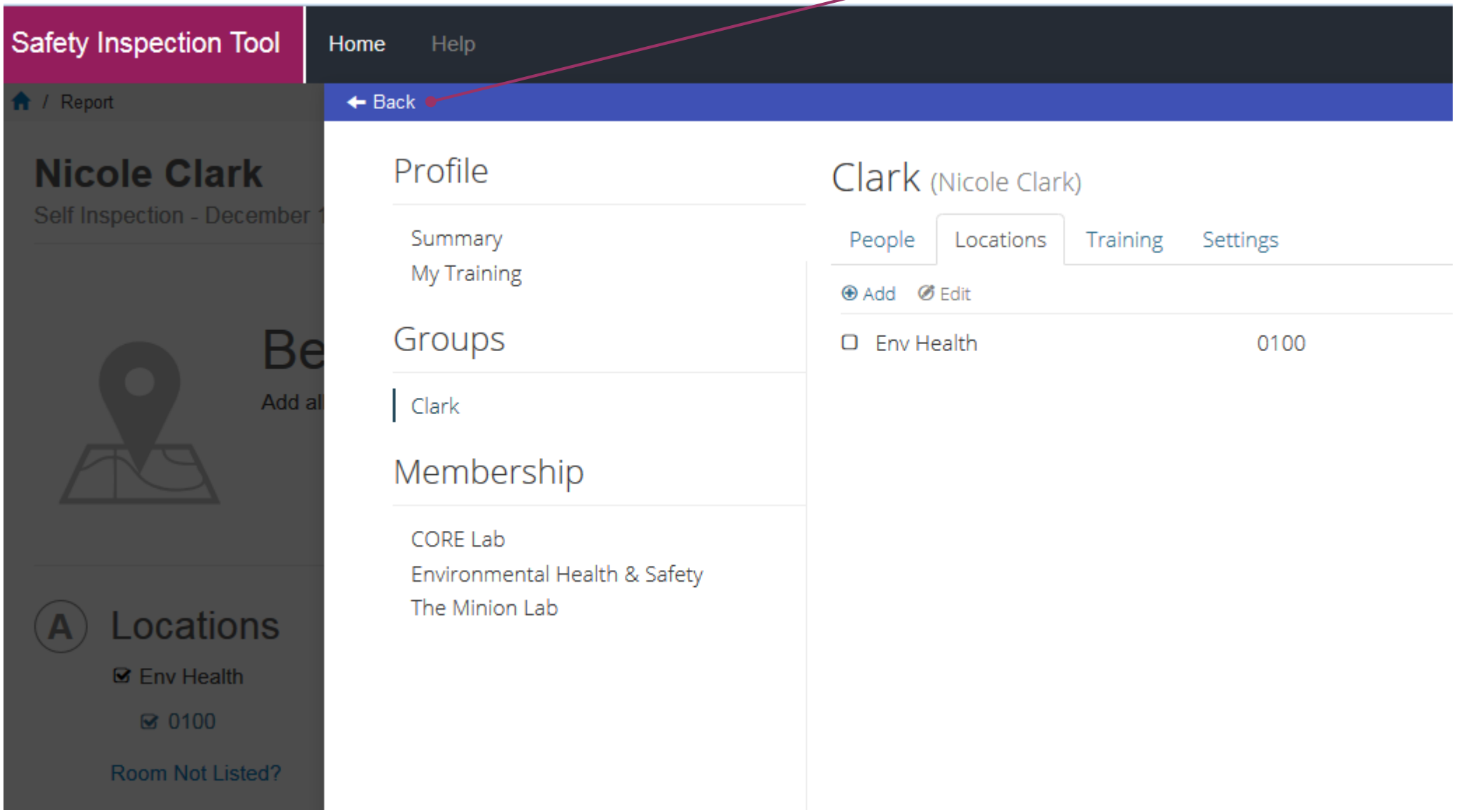

Safety Inspection Tool
Home
Help
/ Report
Back
Nicole Clark
Self Inspection - December
Locations
Env Health
0100
Room Not Listed?
Profile
Summary
My Training
Groups
Clark
Membership
CORE Lab
Environmental Health & Safety
The Minion Lab
Clark (Nicole Clark)
People
Locations
Training
Settings
Add
Edit
Env Health
0100
Select "Locations" tab to view room data
Select lab group to view location information

Select “Back” to return to SIT “Before We Begin” landing page



Safety Inspection Tool | Home | Help

/ Report

Nicole Clark

Self Inspection - December 11, 2014

Before We Begin

Add all locations or assets to be included in the inspection report before continuing.

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  - [ ] 0100

Room Not Listed?

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Indicate assets to inspect here. Assets are spaces or items that require inspection but are unavailable to select as rooms.

Env Health 0101

Env Health 0102

Example: Fire Extinguisher RU641946

Add More

Continue To Inspection

Nicole Clark (Filter: All Locations / Assets)

Self Inspection - December 11, 2014

Manage Report | Submit | Print

Report Notes

No report notes entered.

Chemical Storage and Containment

Are corrosive chemicals stored at or below eye level (~ <60")?

Add Attachment

Store hazardous corrosive chemicals at or below eye level (approx. <60"). This simple task greatly reduces the likelihood of something falling from above, breaking and contaminating the laboratory or causing injuries. Chemicals should not be stored above eye level so that storage circumstances can always be easily evaluated.

Quantity: 0

☐ Env Health 0101 ☐ Env Health 0102

Yes | No | N/A

Are hazardous liquid chemicals stored in secondary spill containers?

Add Attachment

Storage tubs or secondary spill containment must be used to minimize the distribution of material in the event a container should leak or break. Notice in your lab the secondary spill containment provided for your hazardous waste bottles. This same principle can be applied to hazardous chemical storage. Secondary spill containment must be provided for corrosive and reactive chemicals. Containment systems should have sufficient capacity to contain 110% of the total volume of stored containers. Containers that do not contain free liquids need not be considered in this determination.

Quantity: 0

☐ Env Health 0101 ☐ Env Health 0102

Yes | No | N/A

Nicole Clark (Filter: All Locations / Assets)

Self Inspection - December 11, 2014

Manage Report | Submit | Print

Report Notes

No report notes entered.

Chemical Storage and Containment

Are corrosive chemicals stored at or below eye level (~ <60")?

Add Attachment

Store hazardous corrosive chemicals at or below eye level (approx. <60"). This simple task greatly reduces the likelihood of something falling from above, breaking and contaminating the laboratory or causing injuries. Chemicals should not be stored above eye level so that storage circumstances can always be easily evaluated. CORROSIVE CHEMICALS PLACED ONTO LOWER SHELVES INSIDE SECONDARY SPILL CONTAINMENT.

Quantity: 2

Resolution: Finding corrected during inspection.

☑ Env Health 0101 ☑ Env Health 0102

Yes | No | N/A

Are hazardous liquid chemicals stored in secondary spill containers?

Add Attachment

Storage tubs or secondary spill containment must be used to minimize the distribution of material in the event a container should leak or break. Notice in your lab the secondary spill containment provided for your hazardous waste bottles. This same principle can be applied to hazardous chemical storage. Secondary spill containment must be provided for corrosive and reactive chemicals. Containment systems should have sufficient capacity to contain 110% of the total volume of stored containers. Containers that do not contain free liquids need not be considered in this determination.

Quantity: 0

☑ Env Health 0101 ☐ Env Health 0102

Yes | No | N/A

Chemical Storage and Containment

Are corrosive chemicals stored at or below eye level (~ <60")?
Store hazardous corrosive chemicals at or below eye level (approx. <60”). This simple task greatly reduces the likelihood of something falling from above, breaking and contaminating the laboratory or causing injuries. Chemicals should not be stored above eye level so that storage circumstances can always be easily evaluated.
Quantity: 0

Add Attachment

Yes | No | N/A

Color coded response selection to confirm response is selected

Chemical Storage and Containment

Are corrosive chemicals stored at or below eye level (~ <60")?
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Quantity: 0

Add Attachment

Yes | No | N/A

Chemical Storage and Containment

Are corrosive chemicals stored at or below eye level (~ <60")?
Store hazardous corrosive chemicals at or below eye level (approx. <60”). This simple task greatly reduces the likelihood of something falling from above, breaking and contaminating the laboratory or causing injuries. Chemicals should not be stored above eye level so that storage circumstances can always be easily evaluated.
Quantity: 0

Add Attachment

Yes | No | N/A

Chemical Storage and Containment

Are corrosive chemicals stored at or below eye level (~ <60")?

Click on the checklist question to reveal additional response options

Add Attachment

Finding Description / Corrective Action:

Store hazardous corrosive chemicals at or below eye level (approx. <60"). This simple task greatly reduces the likelihood of something falling from above, breaking and contaminating the laboratory or causing injuries.
Chemicals should not be stored above eye level so that storage circumstances can always be easily evaluated.

Quantity:

0

Save | Cancel

Chemical Storage and Containment

Are corrosive chemicals stored at or below eye level (~ <60")?

Add Attachment

Finding Description / Corrective Action:

Store hazardous corrosive chemicals at or below eye level (approx. <60"). This simple task greatly reduces the likelihood of something falling from above, breaking and contaminating the laboratory or causing injuries.
Chemicals should not be stored above eye level so that storage circumstances can always be easily evaluated.

CORROSIVE CHEMICALS HAVE BEEN RELOCATED TO A LOWER SHELF AND STORED INSIDE SECONDARY SPILL CONTAINMENT.

Describe the corrective action taken here

Quantity:

0

Save | Cancel

Save

Corrected

Select "Corrected" to indicate items corrected at time of inspection

nicals stored

Are corrosive chemicals stored at or below eye level (~ <60")?

Store hazardous corrosive chemicals at or below eye level (approx. <60”). This simple task greatly reduces the likelihood of something falling from above, breaking and contaminating the laboratory or causing injuries. Chemicals should not be stored above eye level so that storage circumstances can always be easily evaluated.

Quantity: 0

Resolution: Finding corrected during inspection.

Yes | No | N/A

Add Attachment

SIT resolves the issue and documents the finding as “corrected during inspection”

Are corrosive chemicals stored at or below eye level (~ <60")?

Store hazardous corrosive chemicals at or below eye level (approx. <60"). This simple task greatly reduces the likelihood of something falling from above, breaking and contaminating the laboratory or causing injuries. Chemicals should not be stored above eye level so that storage circumstances can always be easily evaluated.

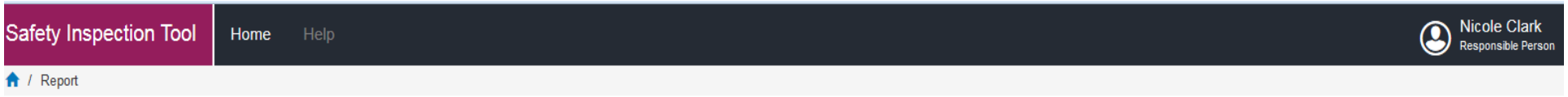
Quantity: 0

Resolution: Finding corrected during inspection.

Yes | No | N/A

Add Attachment

Use the "Add Attachment" feature to upload important photos or laboratory records to be archived within the tool.



Nicole Clark (no locations / assets added to report)

Completed

Self Inspection - December 11, 2014

Manage Report | Print

Use the “Add Attachment” feature to upload important photos or laboratory records to be archived within the tool.

Report Notes

No report notes entered.

Chemical Storage and Containment

Yes Are corrosive chemicals stored at or below eye level (~ <60")?
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Quantity: 0

No Are hazardous liquid chemicals stored in secondary spill containers?
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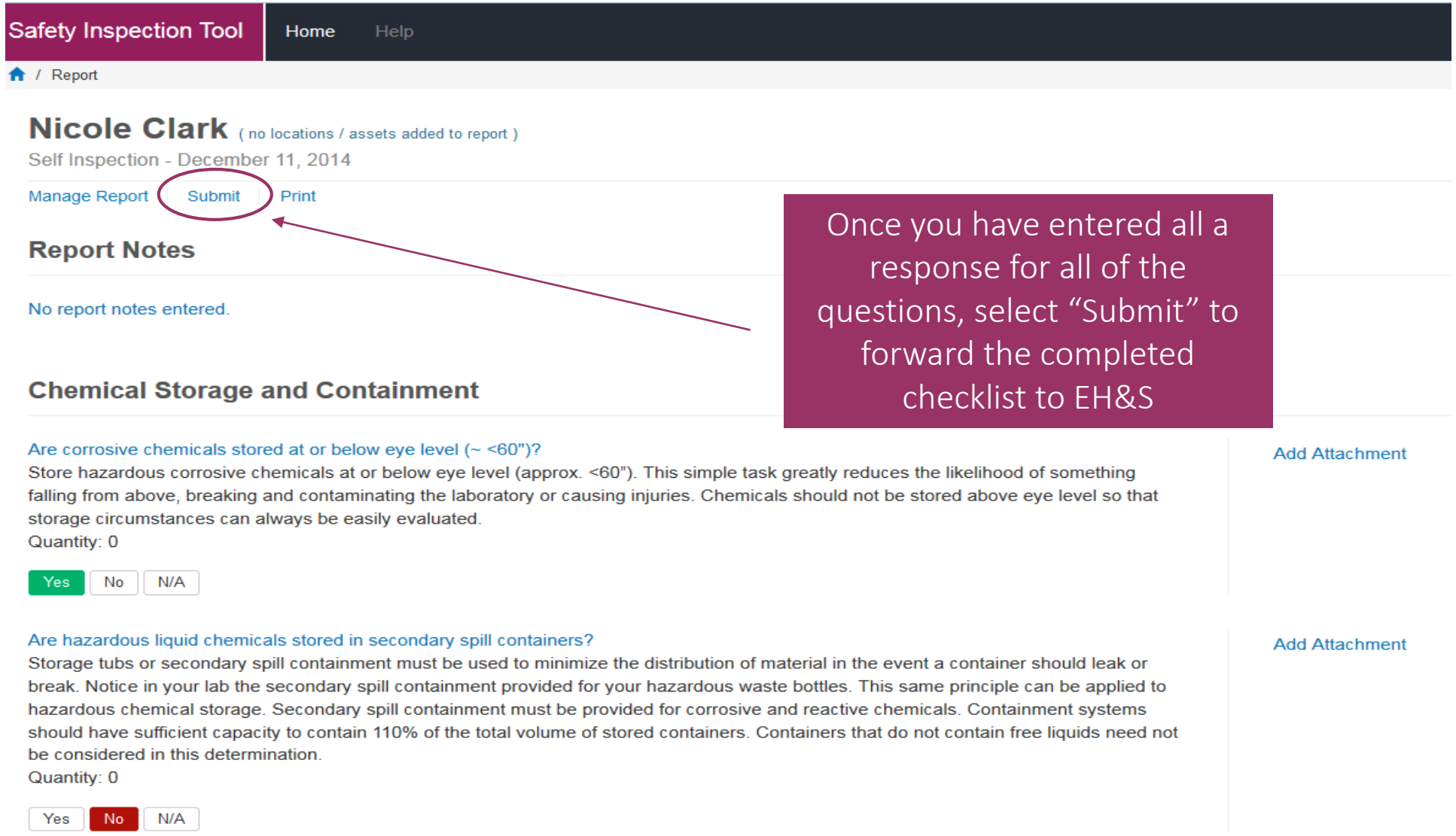
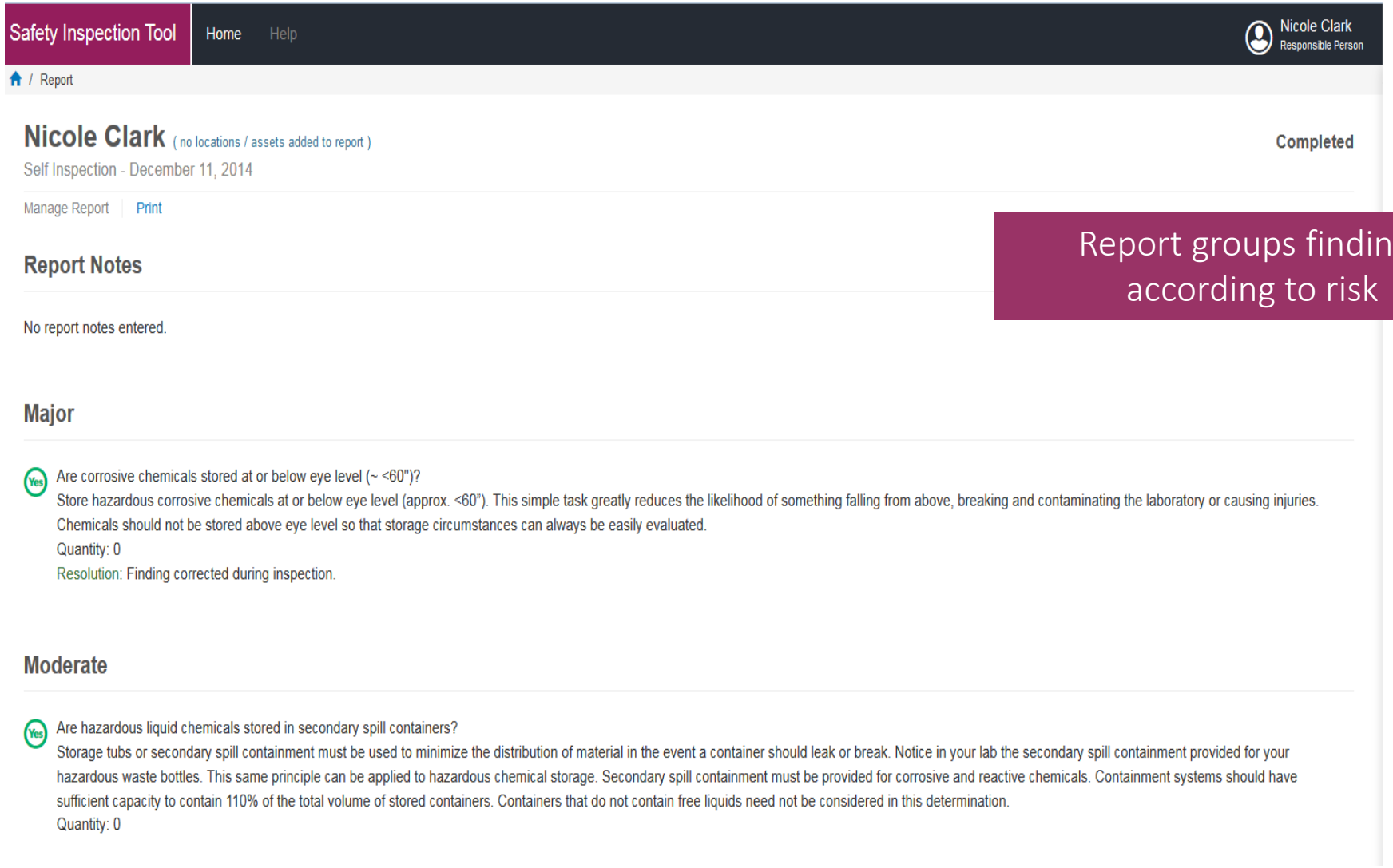
Quantity: 0

Submit completed checklist to EH&S



Once you have entered all a response for all of the questions, select “Submit” to forward the completed checklist to EH&S

What will my report look like?



Report groups findings according to risk

What do the symbols stand for?

Pending Resolved Verified Not Resolved

Click on this symbol to reveal report status, finding date, asset info and “corrected” radio button.

Resolve

Select “Resolve” to indicate corrective actions have been taken.

When corrective actions have been taken and the “Resolve” button selected, the report status symbol changes.

Finding corrected at the time of inspection and/or the corrective actions have been verified.

Findings identified have not been resolved, verified and are no longer in pending status