

Storage Space Safety Self-Assessment

University of California, Berkeley

As part of a Cal/OSHA requirement for an effective Injury and Illness Prevention Program (IIPP) as well as a requirement by the Federal Environmental Protection Agency (EPA), all campus workspaces are required to be assessed annually. The attached Storage Space Self-Assessment Form will help document and assist staff in identifying and correcting many common, unsafe practices and conditions. The unsafe practices and conditions identified on this form are prohibited by state laws or campus policies, or are not generally accepted as safe practices.

The procedures for completing this form are as follows:

1. Designate a qualified¹ individual to assess each storage space using this form, or an equivalent.
2. Send a photocopy of the completed form to your Department Safety Coordinator (DSC).
3. Share the completed form with the space owner (and/or Principal Investigator) and other storage space users.
4. Discuss the findings and corrective actions in a department meeting and encourage others to voice their safety concerns.
5. Correct each identified deficiency within 30 days and document the correction on the original form.
6. Keep the original form on file in the storage space for at least one year, so that it will be available to Cal/OSHA, granting agencies, or campus oversight groups, if requested.
7. If you need assistance correcting conditions identified during the self-assessment, have any questions or concerns about storage space safety, whether they pertain to this assessment or not, contact your DSC or the Office of Environment, Health & Safety (642-3073).

This form was designed to help ensure compliance with Cal/OSHA, EPA, and other regulations. **During some recent Cal/OSHA inspections, storage areas that were able to provide this completed form avoided monetary fines.** However, completion of this form and correction of any findings noted herein does not guarantee that these agencies will not issue citations.

EH&S plans to spot check many of the returned forms, comparing notations with actual conditions in the storage area. Additionally, EH&S will periodically verify that completed self-assessment forms are being kept on file in the storage area or department. These actions are done to ensure that questions are not misinterpreted and this program remains effective.

¹ Qualified: The storage space owner, Principal Investigator (PI), or a person designated by the space owner/PI, who by reason of training, experience, or instruction has demonstrated the ability to identify potential hazards.

Storage Space Safety Self-Assessment

This questionnaire is intended for space/locations that are only used for storage.

Please print	
Department: _____	Date of Self-Assessment: _____
Storage Space Owner /PI Name: _____	Assessor Name: _____
Room and Bldg.: _____	Assessor E-mail: _____

Please check the boxes indicating Yes (satisfactory), No (needs correction), or N/A (not applicable). For all "No" answers, please indicate the date the corrective action was taken in the "Date" section and initial in the space provided. There is space at the end of the form to write comments.

1. **Is the room strictly used for storage? This means that there is no machinery, permanent or otherwise, operated in the room such as elevator equipment, fans, water heaters, air compressors, IT devices, etc.**

Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Corrective Action: Rooms containing any kind of routinely-operating building/infrastructure equipment are "Mechanical Rooms" and are not allowed to be used as "storage rooms". Move stored materials to a space that cannot be defined as a "Mechanical Room" and designate any room with routinely-operating building/infrastructure equipment in it as a "Mechanical Room".

Corrective Action Taken – check here Date _____ Initial _____

2. **If flammable materials are stored in the room, are compressed gas cylinders physically stable in a storage rack or double chained? Are flammable materials isolated from oxidizing chemicals? And, are flammable liquids/solid materials (paints, solvents, fuels) stored in red or yellow colored "flammable materials storage cabinets" with self-closing doors?**

Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Corrective Action: Contact EH&S at 642-3073 to get help with developing safe-storage for the type(s) of flammable materials you are storing.

Corrective Action Taken – check here Date _____ Initial _____

3. **If there is hazardous materials storage in the area, is the room posted with a Chemical Inventory door sign?**

Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Corrective Action: Update and submit the chemical inventory. Review the EH&S Chemical Inventory Fact Sheet at <http://ehs.berkeley.edu/images/ehs/pubs/02cheminv.pdf>, or contact EH&S (642-3073) with any questions or for assistance regarding the Chemical Inventory Program or the affiliated Chemical Inventory Door Sign Program.

Corrective Action Taken – check here Date _____ Initial _____

4. **If there are electrical distribution panels in the room, is access to them unobstructed at all times, and clear for at least 36" in front of the panels?**

Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

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Corrective Action: The floor must be clear in front of each electrical panel to a minimum of the following dimensions: 30" wide by 36" deep by 78" high. An access pathway of 30" width to the panels must be maintained at all times to comply with fire and electrical codes. Clear away any materials preventing access to electrical distribution panels.

Corrective Action Taken – check here Date _____ Initial ____

5. Please confirm that extension cords are NOT used as permanent power supply to the storage room.

Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Corrective Action: Extension cords cannot be fixed to structures or walls, or remain plugged in when not in use, and cannot penetrate walls, windows or doorways. Extension cords may only be used for portable equipment and appliances during supervised use. Disconnect and rollup extension cords when not in use, and do not use extension cords when their use is not supervised.

Corrective Action Taken – check here Date _____ Initial ____

6. Are stacked/stored materials secured for earthquakes?

Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Corrective Action: Shelves, cabinets, and materials stored that are over 60" in height must be secured in a way that keeps them from falling into or blocking the pathway out of a storage area during an earthquake.

Corrective Action Taken – check here Date _____ Initial ____

7. Have potential tripping hazards, pallettes and other stored materials been cleared from protruding into walkways? Are exit routes between stored items adequate to allow safe egress during an emergency?

Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Corrective Action: A 30" – 36" wide pathway is required for walkways and egress routes to comply with fire-safety code. Adjust the materials to allow adequate access/egress pathways throughout the storage area to exit door(s). Assure all exit doors have adequate pathways to them.

Corrective Action Taken – check here Date _____ Initial ____

8. Is lighting adequate for exit in the event of a power failure?

Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Corrective Action: Emergency lighting must be installed unless windows or skylights provide adequate lighting during the day time.

Corrective Action Taken – check here Date _____ Initial ____

9. Do the stored materials have hazards clearly identified on them by the owner(s) of the materials?

Yes (Satisfactory) No (Needs Correction) N/A (Not Applicable)

Corrective Action: Hazardous materials must be identified on the outside of their containers and must be identified outside of the entry to the storage room for emergency response to fires. Contact the owners of the materials or EH&S if you have concerns about storage of hazardous materials or proper labeling.

Corrective Action Taken – check here Date _____ Initial ____

