Warehouse Eyewash Station Monthly Activation Check

1.0 Objective & Intent

The objective of this SOP is to establish a standardized procedure for the monthly activation and inspection of eyewash stations located in the warehouse of a cabinet and millwork manufacturing facility. This procedure ensures that eyewash stations are fully operational, free from contamination, and capable of delivering a continuous flow of tepid water for at least 15 minutes, as required by WorkSafeBC regulations and ANSI Z358.1 standards. The intent is to mitigate the risk of eye injury from exposure to wood dust, adhesives, solvents, and other hazardous substances by ensuring that emergency eyewash equipment is always ready for immediate use.

2.0 Operational Scope

This procedure applies to all plumbed and self-contained eyewash stations installed in the warehouse areas of the cabinet and millwork manufacturing facility. It covers all eyewash units designated for emergency use by warehouse personnel, including those near material storage, finishing, and assembly zones. This SOP is mandatory for all safety coordinators, maintenance technicians, and designated safety inspectors responsible for conducting monthly eyewash station checks. It does not apply to eyewash stations in other areas of the facility unless specified in a separate SOP.

3.0 Hazard Identification & Mandatory PPE

- Chemical Exposure: Residual solvents, adhesives, or cleaning agents in eyewash lines may cause eye irritation or injury during activation.
- Slip Hazard: Water spillage on warehouse floors during activation can create slippery surfaces, increasing fall risk.
- Biological Contamination: Stagnant water in unused eyewash stations may harbor bacteria or mold, posing infection risk if used.
- Hot Water Burns: If water temperature exceeds 38°C (100°F), it can cause thermal injury to eyes or skin.
- CSA-Approved Safety Glasses with side shields (to protect eyes from splash during activation)
- Chemical-Resistant Gloves (nitrile or neoprene, to handle any contaminated components)
- Non-Slip, CSA-Approved Steel Toed Boots (to prevent slips on wet floors)
- High-Visibility Safety Vest (if working near forklift traffic in warehouse aisles)

4.0 Required Safety Equipment & Tools

- Eyewash station inspection checklist (paper or digital form)
- Digital thermometer (to verify water temperature between 16°C and 38°C)
- Timer or stopwatch (to measure 15-minute flow duration)
- Graduated container or flow meter (to verify flow rate of at least 1.5 L/min per eye)
- Clean, lint-free cloth or paper towels (for drying after activation)
- Wet floor warning signs (to alert others of slip hazard during testing)
- Lockout/Tagout (LOTO) kit (if eyewash station has a shut-off valve that requires isolation)
- Spill containment pads or absorbent mats (to manage water runoff)

5.0 Step-by-Step Safety Procedure

1. Notify all warehouse personnel in the vicinity of the eyewash station that a monthly activation test is about to begin. Post wet floor warning signs around the test area to prevent slips and ensure no one is operating machinery nearby that could be affected by water spray.
2. Visually inspect the eyewash station for any obvious damage, leaks, or obstructions. Check that the dust cover is intact and free of debris. Ensure the unit is accessible and unobstructed by stored materials, pallets, or equipment, maintaining a clear path to the station as per WorkSafeBC requirements.
3. Don all required PPE: safety glasses, chemical-resistant gloves, non-slip boots, and high-visibility vest. Position a spill containment pad or absorbent mat directly beneath the eyewash station to capture water runoff and minimize slip hazards.
4. If the eyewash station has a shut-off valve, apply a lockout/tagout (LOTO) device to ensure the valve remains open during testing. Verify that the water supply line is free of kinks or blockages and that the temperature control mechanism (if present) is set to deliver tepid water (16°C to 38°C).
5. Activate the eyewash station by pulling the activation lever or pushing the activation button. Allow water to flow for a minimum of 15 minutes, using a timer to confirm the duration. During flow, observe that both eyewash nozzles deliver a steady, aerated stream that is directed upward and inward to irrigate both eyes simultaneously.
6. While the water is flowing, use a digital thermometer to measure the water temperature at the nozzles. Record the temperature on the inspection checklist. If the temperature is outside the 16°C to 38°C range, tag the unit out of service and report immediately to maintenance for adjustment or repair.
7. Using a graduated container or flow meter, collect water from one eyewash nozzle for one minute. Verify that the flow rate is at least 1.5 liters per minute. Repeat for the second nozzle if the unit has dual nozzles. Record flow rate readings on the checklist. If flow rate is insufficient, tag the unit and initiate corrective action.
8. After 15 minutes of continuous flow, shut off the eyewash station according to manufacturer instructions. Dry the unit and surrounding area with clean, lint-free cloths. Remove spill containment pads and wet floor signs. Ensure the dust cover is replaced securely and the station is ready for emergency use.
9. Complete the eyewash station inspection checklist, documenting the date, time, inspector name, water temperature, flow rate, and any deficiencies noted. If any issues were identified, submit a maintenance work order immediately and place an out-of-service tag on the unit until repairs are completed and verified.
10. Review the inspection records for the past 12 months to ensure compliance with monthly activation requirements. File the completed checklist in the safety binder or digital system. If any corrective actions were taken, update the equipment log and notify the safety coordinator for follow-up verification within 24 hours.