

## LABORATORY SAFETY INSPECTION CHECKLIST

Page 1

This form shall be used as a guideline for performing a laboratory inspection; it is not intended to bring a lab into full compliance.

The design of the form is to identify areas that need improvement with respect to regulatory compliance. "Y" answers indicate a satisfactory situation, while "N" indicates an area that needs improvement. These areas can then be prioritized in order of severity. "N/A" indicates a not applicable situation.

Building #: \_\_\_\_\_ Room #: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_ Department: \_\_\_\_\_

Survey Conducted By: \_\_\_\_\_

Y - Satisfactory                      N - Needs Improvement                      N/A - Not Applicable

Y	N	N/A	
---	---	-----	--

### HAZARDOUS MATERIALS

#### 1. DOCUMENT AVAILABILITY

			a. Chemical inventory is complete, current and readily accessible to employees at a central location. Location: _____
			b. SDSs are on file in department and readily accessible to employees, or employees know where to find SDSs online. Location: _____
			c. Satellite Accumulation Area signage is posted near hazardous waste collection and emergency contact information is filled in.

#### 2. LABELING

			a. Containers of stock solutions properly identified (e.g. buffers labeled and marked with the words "buffer").
			b. Original product names (or full chemical names) and hazards (health and physical hazards) clearly identified on labels. This includes those in fume hoods and bio-safety cabinets.
			c. Containers of non-hazardous substances (e.g., water) labeled explicitly to avoid confusion.
			d. Synthesized, unnamed chemicals labeled by their reactants and possible products (or by a useful generic description) and with their probable hazards (health and physical hazards).

#### 3. CONTROL

			a. Incompatible chemicals segregated by chemical physical class.
			b. Containers of peroxide-forming chemicals are dated upon receipt and disposed of within manufacturer's suggested expiration dates (shelf life).
			c. Secondary containment provided to minimize the impact of a spill / leak.
			d. All chemical containers capped and sealed, except when actively adding or removing materials from them.
			e. No disposal of chemicals by evaporation into a fume hood.

## LABORATORY SAFETY INSPECTION CHECKLIST

Y - Satisfactory

N - Needs Improvement

N/A - Not Applicable

Y	N	N/A	
---	---	-----	--

### HAZARDOUS MATERIALS (cont'd)

#### 4. STORAGE OF FLAMMABLE /COMBUSTIBLE LIQUIDS

			a. Approved containers and tanks used for the storage and handling of flammable and combustible liquids.
			b. Flammable liquids in quantities in excess of 10 gallons are stored in a flammable liquid storage cabinet.
			c. All flammable liquid cabinets are free of combustible materials (cardboard, paper, etc.)
			d. All flammable liquids kept in closed containers when not in use (e.g. parts cleaning tanks, pans).
			e. Ether and other highly-flammable liquids are stored away from sources of heat and ignition.

### HAZARDOUS WASTE

#### 1. CONTAINMENT AND STORAGE

			a. Waste containers are sturdy, routinely inspected for leaks, compatible with the waste, and kept closed when hazardous waste is not being added or removed.
			b. Incompatible wastes are not stored together. (Separate storage shelf/cabinet for acids and bases; flammables and oxidizers)

#### 2. CHEMICAL WASTE LABELING

			a. Containers are labeled with the initial start date, Pick-Up Date is BLANK. Label must include the words "Hazardous Waste," with the waste's physical state and hazard class (e.g. flammable), with full product names, and with appropriate percentages.
			b. Synthesized, unnamed chemical wastes labeled by their reactants and possible products (or by a useful generic description) and with their probable hazards (physical and health hazards).

### HEALTH AND SAFETY TRAINING

#### TRAINING OCCURS: (CHECK THE DEPT CHECKLIST /TRAINING LOG)

			a. When an employee or student first begins work.
			b. When an employee or student is given a new assignment for which training has not previously been received.
			c. Whenever new hazards are introduced into the workplace by new substances, processes or equipment.
			d. Whenever the supervisor is made aware of a new or previously unrecognized hazard.
			e. Annual refresher training is required for Hazardous Waste Management.

### HEALTH AND SAFETY EQUIPMENT

#### 1. SAFETY SHOWERS AND EYE WASHES

			a. Approved safety showers and eye washes provided within the work area for immediate use (within 10-15 seconds of exposure) and with access to them unobstructed.
			b. Safety showers and eye washes are unobstructed.
			c. Safety showers and eye washes are inspected and documented regularly to ensure proper operation.

#### 2. LABORATORY FUME HOODS

			a. Certified (air flow check) within the last year.
--	--	--	---

			b. Storage within the hood minimized and containers kept sealed.
			c. Front sash is lowered to appropriate level when hood is in use (sticker is in place to indicate sash height).

3. BIOLOGICAL SAFETY CABINETS (e.g., Laminar flow hoods)

			a. Tested and certified within last year.
--	--	--	---

4. COMPRESSED GAS CYLINDER SAFETY

			a. Cylinders protected from external heat sources and stored in well-protected, well-vented, dry locations away from highly combustible materials.
			b. Stored in space where it will not be damaged by passing or falling objects and not subject to tampering by unauthorized persons.
			c. Secured to a structural component of the building to prevent falling / being knocked over.
			d. Protective caps in place while the cylinders are not in use or connected for use.
			e. Cylinder contents adequately identified on a label that can easily be seen.

**LABORATORY SAFETY INSPECTION CHECKLIST**

**EMERGENCY PREPAREDNESS**

1. CONTINGENCY PLANNING AND EMERGENCY PROCEDURES

			a. Chemical spill kit/cleanup materials provided nearby.
			b. Training in spill clean-up procedures provided and documented.

2. FIRST AID MATERIALS

			a. kept in adequate supply.
			b. kept in sanitary and usable condition.
			c. are made readily available.

3. FIRE PREVENTION AND ELECTRICAL SAFETY

			a. Appropriate fire extinguisher available (unobstructed) and inspected within the last year.
			b. Fire extinguishers mounted and clearly visible.
			c. 18 inch vertical clearance maintained from sprinkler heads (e.g., over shelves or equipment).

4. EXITS AND WIDTH OF EXITS

			a. Exits and aisles are clear and free of potential obstructions in case of emergency.
			c. Width of exit aisles and pathways not less than 28 inches.

5. ELECTRICAL

			a. At least 30 inches of clearance in front of electrical panels/breaker boxes.
			b. Electric hand tools are properly grounded/double insulated.
			c. Electric cords are insulated and free from damage/fraying.
			d. Extension cords are not in use as permanent wiring.

6. LAB HYGIENE

			Lab benches and other work areas are clear of excessive debris
			Sinks are not overflowing with glassware
			Eye protection safety signs are posted when entering labs
			Hand washing stations are available and stocked with soap and paper towels
			Containers are placed in secure locations safe from falling

