



LABORATORY SAFETY CHECKLIST

Survey Date:

Building/ Lab#:

Responsible Party:

Department:

Lab Contact(s):

Surveyor:

Possible Hazards:

Shared Spaces:

#	Yes	No	N/A	Question	Survey Comments	Date Corrected
Administrative Plans/Materials						
1				Do the lab staff have access to the current version of the OSU-CHS Chemical Hygiene Manual?		
2				Do all lab personnel have access to written SOPs that document safety procedures?		
3				Do all lab staff know how and when to report accidents, incidents, or near misses?		
4				Is there a working/accessible telephone near the exit door?		
5				Are SOPs written for "Particularly Hazardous Substances" in chemical inventories?		
Signage						
6				Are emergency contact numbers for lab staff, including after-hours emergency contact numbers, posted within the laboratory?		
7				Is a lab hazard caution sign posted and current?		
8				Is a biosafety door sign posted when agents are in use, and removed when not in use?		
9				Are additional hazard warning signs (NFPA diamond, laser, magnetic fields, high voltage, etc) posted in the lab near the hazard?		
Hazard Communication						
10				Has the lab's chemical inventory been reviewed and updated within the last year?		
11				Is the lab's contact information current on lab/door signage?		
12				Can all lab staff readily access an SDS via a Shared Drive or hard-copy in the lab?		
13				Are all containers clearly labeled with their contents and primary hazard(s)?		
Lab Training						
14				Is the lab personnel's safety training current? [Lab Safety, BBP, Biohazard Safety, etc]		
15				Has lab-specific training been completed and documented?		
Personal Protective Equipment						
16				Has a PPE hazard assessment been completed for all laboratory activities?		
17				Have all lab personnel completed PPE training?		

18	If cartridge respirators are being used, have personnel been fit tested?		
19	Are supplies of minimum PPE required for routine work available to all lab members?		
Emergency Kits			
20	Does the laboratory have access to chemical/biological spill kits?		
21	Do lab staff have access to a fully stocked first-aid kit?		
Food/Beverage			
22	Is food and drink prohibited in laboratory areas? Are lab refrigerators labeled to reflect this?		
Fume Hoods			
23	Are fume hoods certified annually, functional, with hood illumination and audio/visual alarms in place?		
24	Is work space 6" from front of the hood?		
25	Are fume hoods kept free of clutter/not used for storage, and sash is at/below approved level or closed when not in use?		
Emergency Eyewash/Shower			
26	Are eyewashes/showers easily accessible?		
27	Are eyewashes/showers free of obstruction, and routinely tested?		
Hazardous Waste and Disposal			
28	Are suitable chemical waste containers available & in good condition? Are they compatible with their contents?		
29	Are chemical waste containers closed and adequately labeled as "hazardous"?		
30	Are incompatible chemical wastes segregated by hazard class ?		
31	Hazardous waste shall not be put in regular trash, down the drain, or evaporated. Is this lab aware of and following these disposal regulations?		
32	Is lab glass placed in sturdy cardboard boxes that are labeled with the room number and Principal Investigator's name?		
Chemical Storage/Process			
33	Are flammable liquids stored outside of flammable liquid storage cabinets limited to 10 gallons in quantity, and stored in approved safety containers?		
34	If flammable liquids are stored in a refrigerator, are they in a refrigerator approved for flammable (or explosive) liquids?		
35	Are all containers intended for chemical use in good condition (not corroded or leaking)?		
36	Are all chemical containers closed?		
37	Are incompatible chemicals segregated when they are being stored?		
38	Are hazardous materials storage cabinets properly & clearly labeled, and in good condition?		
39	Are chemicals (that are being stored on the floor) provided with secondary containment?		
40	Are chemical containers being stored away from sinks?		
41	Are corrosive chemicals stored below eye level?		
42	Are opened peroxide-forming compounds labeled with the date they were opened and an expiration date?		
43	Is the lab free of chemicals that are old and no longer needed?		
Compressed Gas Cylinders/Cryogen			
44	Are highly toxic gas cylinders stored in a gas cabinet, ventilated enclosure, or fume hood?		
45	Are compressed gas cylinders legibly marked to identify contents?		
46	Are gas cylinder valve protection caps in place for gas cylinders not in active use?		
47	Are compressed gas cylinders secured to prevent them from falling or tipping?		

Biological Safety		
48	If the lab works with biohazards involving recombinant DNA, human or non-human primate material, or pathogenic agents - does it have appropriate OSU-CHS IBC approval?	
49	If conducting BSL1/ABSL1 practices or higher, is a sink available for hand washing?	
50	Are biohazardous blades, needles, and other sharps promptly disposed of in a sharps container?	
51	Is biohazardous waste autoclaved in a timely manner?	
Biosafety Cabinets		
52	Are they: clear of unnecessary items, certified annually, disinfected after use, and in an area with uninterrupted airflow?	
Housekeeping		
53	Is the lab free of slip and trip hazards?	
54	Is the lab adequately organized, orderly and clean to provide sufficient work space for operations without spills, accidents and other preventable incidents?	
55	Is there minimal glassware stored in the sink or on the bench top?	
56	Are lab coats regularly laundered?	
Electrical Safety		
57	Are building electrical panels accessible?	
58	Are extension cords or power strips daisy-chained to each other? (They shouldn't be.)	
59	Exposed wiring or electrical cords in poor condition are not in use?	
60	Are outlets overloaded?	
61	Are extension cords used only as temporary wiring and not running under carpets, doors or through walls and ceilings?	
62	Is equipment with motors, heaters, and other high amperage needs plugged directly into a wall receptacle, and are the plugs/cords/outlets in good condition?	
Machinery		
63	Are all heavy, or otherwise hazardous, pieces of machinery mounted or secured to prevent movement or tipping?	
64	Are all points of operation, rotating components, and other moving parts of machinery properly guarded to prevent injury?	
65	Is laboratory equipment with potential hazards routinely inspected and maintained or serviced as recommended?	
Fire Safety/Prevention		
66	Are there 18 inches of clearance between stored items and fire sprinklers?	
67	Do suspended ceilings have all of their ceiling tiles in place?	
68	Are lab doors kept closed when unoccupied?	
69	Are fire extinguishers available, easily accessible, and free of obstructions?	
Exit Access/Corridors		
70	Are aisles and exits within the laboratory space free of clutter and obstructions?	
Seismic Safety		
71	Are chemical containers stored safely on shelves with lips or in a closed cabinet to prevent them from falling in an earthquake?	