



## Laboratory Safety Inspection Checklist

Research Laboratory Safety Coordinator  
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<b>Date</b>	
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Lab Information	
Department	
Principal Investigator (PI)	
PI telephone number(s)	
PI email address	
Lab building/room number(s)	
Lab contact person	
Lab contact telephone number	
Lab contact email address	
Lab phone number	

Inspection Information	
Inspector	
Inspector email address	
Accompanied by	

A. Documentation & Training						
	1	0	C	N/A	Inspected	Comments/Action Plan
1			+		'Chemical Hygiene Manual' accessible to and studied by all laboratory personnel	
2					Laboratory accidents documented	
3					Location of accident records	<b>Location:</b>
4					Safety training up-to-date (such as=Lab Safety, BBP & Biological Safety)	
5					(M)SDSs ( before use of chemical), lab SOPs, spill protocols, haz-waste protocol studied by personnel	
6					Safety training records kept in lab of A4 & A5 above	
7					PPE Hazard Assessment Tool completed annually and kept in lab	

**Explanation of Ratings**

1: Compliant • 0: needs to be corrected • N/A: Not applicable

C: Critical violation that must be corrected within 48 hours or less, depending on severity of violation

B. Hazard Communication						
	1	0	C	N/A	Inspected	Comments/Action Plan
1					(M)SDSs immediately available and location known to each employee – hard copies	
2					Purchased or transferred “stock” containers labeled with name, supplier ID, pictograms, signal word, hazard and control ID, date rev'd	
3					“Prepared” solution containers labeled with full name(key if too long), date prepared, preparer's name or initials, hazard warning if exist	
4					Current chemical inventory list accessible	
5					Current chemical inventory sent to LSC annually (spring)	

C. Emergency & Safety Information						
	1	0	C	N/A	Inspected	Comments/Action Plan
1					“CHS Lab Emergency Response Procedures” posted in lab and studied by all lab personnel	
2					Emergency contacts outside door updated	
3					NFPA fire diamond posted outside door updated	
4						

D. Fire Safety						
	1	0	C	N/A	Inspected	Comments/Action Plan
1					Flammable chemicals are stored in flammable storage cabinets, fridge or cans ( $\leq 5$ gal routine use may be stored in open)	
2					Storage clearance from ceiling: 18” with sprinklers, 24” without sprinklers	
3					Fire extinguisher present near exit door, charged and area kept clear	
4					Fire extinguisher inspection date	Date:

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E. General Safety						
	1	0	C	N/A	Inspected	Comments/Action Plan
1					Laboratory doors kept closed while working with hazards, unless alone and no windows in doors	
2					Approved eyewash present or available in 10 seconds	
3					Last two eyewash inspection dates (tested weekly for 3 minutes)	Date:
4					Telephone by exit door	
5					Safety tape designating clear area around shower or visible sign (provided by research office); area kept clear	
6					If first-aid kit present, keep stocked (no medications; remove expired items)	
7					Chemical spill material or kit available, applicable to chemicals	
8					Gas cylinders secured to non-movable secure area with chains	
9					Gas cylinder valve protection cap in place when not in use	
10					Gas cylinders are legibly marked to identify contents	
11					Refrigerators/freezers labeled with food and drink specifications	
12					Food, drink and containers for such are not found in the laboratory	
13					Mercury thermometers found in lab	Yes:      No:
14					Lead solder found in lab	Yes:      No:
15					Hazardous chemicals are stored in containers with tightly closed or sealed lids when moved outside lab	
16					SOPs written for "Particularly Hazardous Substances" in chemical inventory	
17					All hazards moved through public area are sealed and spill proof	

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<b>F. Personal Protective Equipment</b>						
	1	0	C	N/A	Inspected	Comments/Action Plan
1					Lab coats provided by PI for employees worn in laboratory when working with hazards	
2					Lab coats worn while working with hazardous chemicals not worn in public area	
3					Lab aprons available	
4					Gloves worn (appropriate for chemical) when handling hazardous materials; disposed when removed; hands washed	
5					Appropriate eye protection available and worn in lab when working with hazards	
6					Face shields and goggles available if a splash hazard exists	
7					Closed-toe shoes, long pants or equivalent worn in lab at all times	
8					Long hair/ties restrained during handling of equipment or chemicals	
9					All PPE well maintained and stored properly	
10					Respiratory Protection Manual practices used for wearing respirator	
11					Nonporous elbow length gloves, goggles, face shield, long pants, lab coat, and close toed shoes used when working with cryogenic materials or liquid nitrogen	

<b>G. Housekeeping</b>						
	1	0	C	N/A	Inspected	Comments/Action Plan
1					Gloves placed in trash after use	
2					Glass bottles not stored on floor outside of secondary containers	
3					Minimal glassware, supplies on bench top	
4					Surfaces clean and supplies organized; used paper towels, etc placed in trash	
5					Minimal glassware in sink	
6					Sink, soap and paper towels available for hand washing	
7					Floors and counters clean	
8					Proper waste disposal of glass (vial, pipettes, etc.)	
9					Proper waste disposal of sharps (needles, razors, slides, etc)	
10					Lab in good repair (e.g. no missing tiles, walls intact)	

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H. Chemical Storage and Compatibility						
	1	0	C	N/A	Inspected	Comments/Action Plan
1					Maximum of 60 gallons flammable liquids per lab	
2					Refrigerator/freezer approved for storage of any flammables	
3					Corrosives stored in approved cabinet or bin in separate cabinet	
4					Strong acids (nitric acid) stored in secondary containers	
5					Strong bases (potassium hydroxide) stored in secondary containers	
6					Acids and bases stored segregated	
7					Chemicals stored safely in cabinets or on shelves (e.g. not crowded)	
8					Chemicals not stored on high cabinet shelves	
9					Incompatible chemicals and materials stored segregated	
10					Chemical storage areas clearly labeled	
11					Acutely (Highly) toxic chemicals stored in areas labeled as such	
12					Reproductive hazards stored in areas labeled as such	
13					Carcinogenic chemicals stored in areas labeled as such	
14					Ethers and other peroxide formers dated when opened and when tested	
15					Peroxide formers tested and disposed on required basis	
16					Water reactive chemicals stored separately and in designated areas	
17					Pyrophoric chemicals stored separately and in designated areas	

I. Biosafety Cabinets						
	1	0	C	N/A	Inspected	Comments/Action Plan
1					Clear of non-necessary items	
2					Certified within one year	
3					Disinfected during and after use	
4					Placed in location where air flow is not interrupted	

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<b>J. Fume Hoods</b>						
	1	0	C	N/A	Inspected	Comments/Action Plan
1					Certified within one year	
2					Hoods with sinks have secondary containment for hazardous liquids	
3					Sash at or below marked approval level; closed when not in use	
4					Hood illumination functional	
5					Audible/visual alarm functional	
6					Proper equipment placement in fume hood; minimal clutter/items, storage	
7					Working area 6" from front of hood	
8					Functional fume hood not used for storage	
9					Chemical containers within fume hoods kept closed	
10					Room cross drafts and turbulence controlled	

<b>K. Chemical Waste Disposal and Transport</b>						
	1	0	C	N/A	Inspected	Comments/Action Plan
1					Suitable containers available for disposal of hazardous waste	
2					Waste contents and hazards attached or written on containers	
3					The words 'hazardous waste' are placed on the container	
4					Chemical waste containers in good condition and kept closed (i.e. no funnels in place) when not in use	
5					Hazardous wastes are not put in the trash, down the drain or evaporated	
6					Chemicals in deteriorating containers marked as hazardous waste	
7					Chemical waste disposal procedures available	
8					Bottle carrier or leak-proof tub and sturdy cart available for transport of waste	
9					Waste containers stored properly and separate from non-waste containers	
10					Dry waste double-bagged when not in solid container	

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	<b>L. Destructive Event</b>					
	1	0	C	N/A	Inspected	Comments/Action Plan
1					Heavy or critical equipment and cabinets anchored or restrained	
2					Top of cabinet storage is lightweight with no glass	

	<b>M. Mechanical and Electrical Safety</b>					
	1	0	C	N/A	Inspected	Comments/Action Plan
1					Moveable parts guarded on equipment	
2					Electric panel accessible with 3' marked clearance	
3					Nothing posted on electric panel	
4					Plugs, cords, outlets in good condition	
5					No overloaded outlets	
6					Extension cords or other cords out of way	
7					Power strips secured away from liquids	
8					No cords under doors, carpets, or on ceilings	
9					Power strips & extension cords not daisy chained	

	<b>N. Other</b>					
	1	0	C	N/A	Inspected	Comments/Action Plan
1						
2						
3						
4						

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