

## Laboratory Safety Self-Inspection Checklist

<b>Inspector Name:</b>	<b>Inspection Date:</b>
<b>Building:</b>	<b>Department:</b>
<b>Room:</b>	<b>Principal Investigator:</b>

**Instructions:** This checklist serves as a guide for evaluating specific safety or compliance requirements for laboratories. Principle Investigators are responsible for initiating corrective actions for potential hazards or safety deficiencies. This list does not include every possible safety issue that may need to be evaluated.

General Safety	Yes	No	N/A
Food and drink are strictly prohibited in the laboratory			
Appropriate PPE is available and properly used whenever there is a risk of exposure			
Doorways, floors, aisles, and adjacent hallways are unobstructed			
Areas around emergency eyewash/shower stations are kept clear			
Electrical panels, fire extinguishers, and pull alarms are accessible			
All objects are stored at least 18" away from the ceiling (24" for non-sprinkled areas)			
Power strips are UL approved and are not 'daisy-chained' together			
Extension cords are not in permanent use (max 30 days)			
Laboratory equipment does not have exposed wiring or damaged electrical cords			
First aid and chemical spill control kits are available (neutralizers, absorbent pads)			
Laboratory is adequately organized and clean to provide sufficient workspace for operations and limit the risk of spills and other preventable incidents			

Chemical Safety	Yes	No	N/A
Hazard communication sign is up to date (NFPA rating, emergency phone #'s, etc.)			
The Chemical Hygiene Plan and Safety Data Sheets (SDS) are accessible to all occupants			
Occupants have completed applicable training on safe laboratory practices and specific chemicals used in the laboratory			
Chemicals are stored in a safe manner (not on the floor or above eye level, especially when in glass containers or corrosive)			
All chemicals have a barcode and have been added to the inventory			
Empty containers have barcodes removed and have been removed from inventory			
Chemicals are stored separately according to their compatibility and hazard class			
Chemicals in any container are properly covered or closed when not in use			
Chemical containers, including for non-hazardous chemicals and water, are legibly labeled with the full chemical or trade name (avoid abbreviations or formulas)			
Flammable materials, including flammable waste, are stored in flammable cabinets			
Flammable liquids are not purchased in excessive amounts (5-gallon cans or larger)			
Flammables are kept away from oxidizing, pyrophoric, and water reactive chemicals			
Hazardous chemicals and oil pumps are stored in secondary containment			
Hazardous materials near sinks or drains are stored in secondary containment			
Secondary containers are clean and free from spilled material			
Containers and shelves are in good condition (not cracked, free of rust and/or structural damage)			
Not for human consumption labels are applied to food grade products and refrigerators			
Fume hoods are operational and are not used for storage (clutter interferes with air flow)			

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Compressed Gas	Yes	No	N/A
All compressed gas cylinders are properly secured in upright position			
Cylinders not in use have regulator removed and are capped			
Incompatible gas cylinders are stored at least 20 feet apart or in separate rooms			

Hazardous Waste	Yes	No	N/A
Waste containers are properly labeled			
Waste containers are properly closed			
Sharps containers are not overfilled			
Glass waste box is not overflowing			
Full containers of waste are moved to the Satellite Accumulation Area within 3 days			

Biological Safety	Yes	No	N/A
Laboratory occupants have been instructed to inform the lab instructor, faculty member, campus police, or safety officer in the case of an accident or spill			
Biological signs are posted on labs storing or using infectious materials (BSL2 >)			
Biological materials are properly stored to ensure that they are safe from inadvertent exposures and misuse by unauthorized users			
Disinfectants are available to disinfect workspaces			
Biological Safety Cabinets were certified within the last 12 months			

Radiation Safety	Yes	No	N/A
Radioactive hazards sign is posted on the lab door			
Emergency response sign is posted			
Notice to employees' sign is posted where sources or x-ray generating devices are used			
X-ray generating devices have a current VHD certificate and it is posted			
Laboratory occupants have completed and documented radiation safety training			

Lab Specific	Yes	No	N/A

Comments