

The following checklist is a guide. It may be used in its entirety or be modified to the specific user's needs by adding or subtracting items from the checklist. For questions concerning any item, contact the Office of Environmental Health and Safety.

(29) LABORATORY SELF-INSPECTION CHECKLIST A to G

Name: _____ Date : _____

Location of Inspection: _____

A. General Safety Concerns

1. Has an emergency information sign been posted outside the lab, indicating the hazards within, responsible persons and phone numbers?	Yes ☐ No ☐	Comments: _____ _____
2. Has an emergency information sign with phone numbers for fire, police, EH&S, etc. been posted?	Yes ☐ No ☐	Comments: _____ _____
3. Are rooms and cabinets containing regulated hazardous substances, such as biohazards, and radioactive materials, posted with warning/caution signs?	Yes ☐ No ☐	Comments: _____ _____
4. Are all lab and building exits free from any obstructions?	Yes ☐ No ☐	Comments: _____ _____
5. Are aisles and corridors free of obstructions in case of emergency?	Yes ☐ No ☐	Comments: _____ _____
6. Do work areas have adequate ventilation and illumination?	Yes ☐ No ☐	Comments: _____ _____
7. Are fire extinguishers maintained annually (green tag indicates last date serviced)? Is the area in front of extinguishers accessible?	Yes ☐ No ☐	Comments: _____ _____

8. Are food and beverages kept out of work areas and out of laboratory refrigerators?	Yes ☐ No ☐	Comments: _____ _____
9. Are spill kits/cleanup materials provided?	Yes ☐ No ☐	Comments: _____ _____
10. Is the appropriate personal protective equipment required for the lab available, in good shape and worn?	Yes ☐ No ☐	Comments: _____ _____
a. Safety glasses/goggle	Yes ☐ No ☐	Comments: _____ _____
b. Aprons	Yes ☐ No ☐	Comments: _____ _____
c. Gloves	Yes ☐ No ☐	Comments: _____ _____
d. No open-toed footwear	Yes ☐ No ☐	Comments: _____ _____
e. Lab coats	Yes ☐ No ☐	Comments: _____ _____
f. Face shield	Yes ☐ No ☐	Comments: _____ _____
11. Have all respirator users been certified through the Respiratory Protection Program as run by EH&S?	Yes ☐ No ☐	Comments: _____ _____
12. Is the level of housekeeping in the lab satisfactory?	Yes ☐ No ☐	Comments: _____ _____

13. No hazardous materials stored on floor	Yes ☐ No ☐	Comments: _____ _____
14. Aisles and corridors kept clear	Yes ☐ No ☐	Comments: _____ _____
15. Lack of clutter	Yes ☐ No ☐	Comments: _____ _____
16. Industrial water sources marked as "Do Not Drink"?	Yes ☐ No ☐	Comments: _____ _____

B. Laboratory Equipment

1. Are the eyewash and emergency shower stations properly maintained (see tag) and free of any obstructions which would prevent ready access?	Yes ☐ No ☐	Comments: _____ _____
2. Have chemical fume hoods been tested within the year (check sticker)? - Is air flow indicator present and operational?	Yes ☐ No ☐	Comments: _____ _____
3. Is storage within the hood minimized?	Yes ☐ No ☐	Comments: _____ _____
4. Are air entry slots at back of hood kept clear of obstructions?	Yes ☐ No ☐	Comments: _____ _____
5. Is the front sash lowered to the appropriate level when hood is in use?	Yes ☐ No ☐	Comments: _____ _____

6. Are biological safety cabinets certified annually or when moved (check sticker) and are they the proper types for the work being conducted?	Yes ☐ No ☐	Comments: _____ _____
7. Is non-ionizing radiation equipment, such as lasers, microwaves, and ultraviolet light sources, properly posted and shielded?	Yes ☐ No ☐	Comments: _____ _____
8. Are compressed gas cabinets used and are they in working order?	Yes ☐ No ☐	Comments: _____ _____
9. Compressed gas cylinders	Yes ☐ No ☐	Comments: _____ _____
10. Are tanks dated (less than five years old) and properly labeled?	Yes ☐ No ☐	Comments: _____ _____
11. Are incompatible gases stored separately? - Kept from external heat sources?	Yes ☐ No ☐	Comments: _____ _____
12. Are surplus cylinders kept at a minimum and not stored in the lab?	Yes ☐ No ☐	Comments: _____ _____
13. Are cylinders secured upright with welded chains and brackets bolted to a wall, bench or other secure object (no C-clamps)?	Yes ☐ No ☐	Comments: _____ _____
14. Are protective caps in place while cylinders are not in use?	Yes ☐ No ☐	Comments: _____ _____
15. Are toxic gases being used with appropriate controls? (Contact EH&S)	Yes ☐ No ☐	Comments: _____ _____

16. Do refrigerators/freezers for storing flammables have a shop certification of de-sparking? Are they marked with "No Food" labels? Are office refrigerators marked "Food Only/No Chemicals?"	Yes ☐ No ☐	Comments: _____ _____ _____ _____
17. Is the location of manuals /instructions for each piece of equipment known?	Yes ☐ No ☐	Comments: _____ _____ _____
18. Are the belt guards in place on all pumps, etc.?	Yes ☐ No ☐	Comments: _____ _____ _____
19. Are appropriate controls for excess pressure relief, excess flow detection, or static electricity grounding in place for those pieces of equipment that require them?	Yes ☐ No ☐	Comments: _____ _____ _____

C. Hazardous Materials

1. Are chemical containers properly labeled with chemical name and hazard of the material? (e.g., repackaged materials and lab-synthesized materials)	Yes ☐ No ☐	Comments: _____ _____ _____
2. Are chemicals stored according to hazard classification/compatibility (acids, bases, flammables, oxidizers, water reactives, carcinogens, etc.) and are they seismically restrained?	Yes ☐ No ☐	Comments: _____ _____ _____ _____
3. Are all containers of peroxide-forming chemicals dated upon receipt and disposed of within a year?	Yes ☐ No ☐	Comments: _____ _____ _____

4. Are flammable liquids stored in closed metal safety cans or cabinets whenever possible?	Yes ☐ No ☐	Comments: _____ _____
5. Are flammable liquids always stored in cabinets when in excess of 10 gallons?	Yes ☐ No ☐	Comments: _____ _____
6. Are flammable liquids stored away from sources of heat, ignition, electrical equipment or sources of static electricity?	Yes ☐ No ☐	Comments: _____ _____
7. Are the appropriate authorizations (ionizing radiation, biohazardous material) emergency procedures and other safety procedures posted in the labs?	Yes ☐ No ☐	Comments: _____ _____ _____
8. Is absorbent paper covering radioisotope work areas and is it marked with "caution radioactive material" tape? Is the absorbent paper in need of replacement?	Yes ☐ No ☐	Comments: _____ _____ _____
9. Are lab personnel working in radionuclide work areas using body TLD badges/ring badges?	Yes ☐ No ☐	Comments: _____ _____
10. Are solvent stills clearly labeled with the solvent name and drying reagent?	Yes ☐ No ☐	Comments: _____ _____
11. Are acid volumes greater than 10 gal? Stored in an approved storage cabinet?	Yes ☐ No ☐	Comments: _____ _____
12. Is there a catch pan beneath manometers, barometers, etc. that contain large quantities of mercury?	Yes ☐ No ☐	Comments: _____ _____

13. Is there any old asbestos containing lab equipment such as hot mitts, thong insulation etc. that must be disposed of?	Yes ☐ No ☐	Comments: _____ _____
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D. Hazardous Waste

1. Is the unauthorized disposal of hazardous substances down the drain prevented?	Yes ☐ No ☐	Comments: _____ _____
2. Is biohazard us waste decontaminated before disposal?	Yes ☐ No ☐	Comments: _____ _____
3. Is all hazardous waste properly labeled (by the chemical name) and sealed?	Yes ☐ No ☐	Comments: _____ _____
4. Is there a designated and labeled area for storage of hazardous waste?	Yes ☐ No ☐	Comments: _____ _____
5. Do you have tubs for properly storing your waste?	Yes ☐ No ☐	Comments: _____ _____
6. Are chemically incompatible wastes segregated?	Yes ☐ No ☐	Comments: _____ _____
7. Is liquid waste stored in screw top containers?	Yes ☐ No ☐	Comments: _____ _____
8. Are all constituents in mixtures identified, as well as their concentrations?	Yes ☐ No ☐	Comments: _____ _____
9. Are all "sharps" (syringes, razor blades, etc.) disposed in puncture resistant, leak-resistant containers and taped or sealed tightly to preclude loss of contents?	Yes ☐ No ☐	Comments: _____ _____

10. Is there a designated glass disposal container in the lab?	Yes ☐ No ☐	Comments: _____ _____
11. Are all radioactive waste solids, liquids, and scintillation vials segregated properly?	Yes ☐ No ☐	Comments: _____ _____
12. Is all dry solid radioactive waste placed in a container lined with a clear plastic bag?	Yes ☐ No ☐	Comments: _____ _____
13. Are liquids scintillation vials placed in vial trays for disposal?	Yes ☐ No ☐	Comments: _____ _____
14. Is lead separated from radioactive waste?	Yes ☐ No ☐	Comments: _____ _____
15. Is aqueous waste separated from organic liquids?	Yes ☐ No ☐	Comments: _____ _____
16. Do all personnel know how to have waste picked up?	Yes ☐ No ☐	Comments: _____ _____
17. Are chemical and radioactive waste pickup forms available?	Yes ☐ No ☐	Comments: _____ _____
18. Are waste minimization procedures followed?	Yes ☐ No ☐	Comments: _____ _____
19. Are lab personnel instructed not to dispose of chemicals by fume hood evaporation?	Yes ☐ No ☐	Comments: _____ _____

E. Seismic Safety

1. Do shelves have lips or restraints to prevent chemicals from falling?	Yes ☐ No ☐	Comments: _____ _____
2. Are cabinets, bookshelves and furniture over 42 inches in height braced against walls to prevent their falling over in the event of an earthquake?	Yes ☐ No ☐	Comments: _____ _____
3. Is overhead storage minimized and restrained?	Yes ☐ No ☐	Comments: _____ _____

F. Electrical Safety

1. Are employees instructed not to use extension cords in place of permanent wiring?	Yes ☐ No ☐	Comments: _____ _____
2. Are extension cords prevented from running through walls, ceiling or doors?	Yes ☐ No ☐	Comments: _____ _____
3. Are extension cords, multiple outlet strips, or cube taps plugged directly into a wall outlet?	Yes ☐ No ☐	Comments: _____ _____
4. Are extension cords 12' or less in length, 14-gauge (heavy duty) at a minimum, and servicing only one appliance or fixture?	Yes ☐ No ☐	Comments: _____ _____
5. Are cord guards provided across an aisle or other passageway?	Yes ☐ No ☐	Comments: _____ _____
6. Is electrical equipment inspected (with power off and unplugged) for frayed cords and damaged connections? Are these hazards reported and repaired by appropriate people?	Yes ☐ No ☐	Comments: _____ _____

7. Is all electrical equipment grounded (three-prong plugs) or double insulated?	Yes ☐ No ☐	Comments: _____ _____
8. Are 3-prong plugs only used for 3-prong receptacles, and never altered to fit into an outlet?	Yes ☐ No ☐	Comments: _____ _____
9. Are all electrical boxes, panels and receptacles covered to protect against electrocution or shock?	Yes ☐ No ☐	Comments: _____ _____
10. Is the multiple outlet strip cord 6' or less, and does the strip have a circuit breaker?	Yes ☐ No ☐	Comments: _____ _____
11. Are control switches, circuit breakers and electrical panels free of obstructions?	Yes ☐ No ☐	Comments: _____ _____
12. Are high voltage control panels and doors posted?	Yes ☐ No ☐	Comments: _____ _____
13. Are Ground Fault Circuit Interrupters in place when electrical outlets are in use within 6 feet of water?	Yes ☐ No ☐	Comments: _____ _____

G. Administrative

1. Are safety training records (Lab Safety Training Checklist) maintained and available for review by employees, EH&S and outside agencies? (An OSHA requirement).	Yes ☐ No ☐	Comments: _____ _____ _____
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2. Are all employees aware of:		
a. How to access Material Safety Data Sheets (MSDSs)?	Yes ☐ No ☐	Comments: _____ _____
b. The Emergency Assembly Point for your building? The Emergency Assembly Point for your building?	Yes ☐ No ☐	Comments: _____ _____
c. The locations of the nearest fire alarm pull station?	Yes ☐ No ☐	Comments: _____ _____
d. The location/availability of first aid kits within the building?	Yes ☐ No ☐	Comments: _____ _____
e. The location/purpose of your building's Safety Corner bulletin board?	Yes ☐ No ☐	Comments: _____ _____
f. The identity of your departments Hazard Communication Coordinator?	Yes ☐ No ☐	Comments: _____ _____