

## California State University, Sacramento General Laboratory Self-Inspection Checklist

Building:	Room:	Date:
Completed by:		

### TRAINING/DOCUMENTATION

Inspected	Complete	Incomplete	N/A	Comments/Corrective Actions
Lab personnel are instructed on the potential hazards in the lab as well as the safety procedures and policies. This instruction is documented				
Current emergency contacts and PI/Supervisor contact are posted at the laboratory entrance				
The chemical inventory (RSS Chemicals) has been completed or updated within the last 12 months				
A hazard assessment (RSS Lab Hazard Assessment) is up-to-date and/or reviewed annually by all lab personnel.				
Standard Operating Procedures (SOPs) are documented, available, and trained upon when applicable for hazardous operations and/or chemicals				
Safety Data Sheets (SDSs) are available with training on how to access them				
CSUS Chemical Hygiene Plan (CHP) is accessible and reviewed by all lab personnel. This is documented and updated at least annually.				
Laboratory inspections have been done in the last 6 months				
Copies of self-inspection records are sent to department office/Safety manager				
All lab personnel (including PI) have completed all required EH&S training				
Risk and Safety Solutions (RSS) lab roster is up to date				
All lab personnel understand how to differentiate between simple and complex chemical spills and appropriate response procedures				

### SAFETY EQUIPMENT

Inspected	Complete	Incomplete	N/A	Comments/Corrective Actions
Emergency eyewash/safety shower or emergency eyewash is immediately available and unobstructed				
Appropriate chemical spill kit for incidental spills is available				
Calcium gluconate paste for first aid is available where hydrofluoric acid is in use or stored.				
A first aid kit is available without expired products				
Emergency eyewash/safety shower is checked monthly and documented				
Fume Hoods are operating properly (i.e., no alarms, function indicator lights are green)				
Fume Hoods have been certified in the last 12 months				
Fume Hoods are not used for general storage				
Biological Safety Cabinets have been certified in the last 12 months				
Fire alarm bells, horns and/or strobes are not obstructed				
Fire extinguishers are present/charged/accessible/with signage visible				

### CHEMICALS

Inspected	Complete	Incomplete	N/A	Comments/Corrective Actions
All containers are legibly labeled with full chemical names and the hazards of the material				
Access to designated particularly hazardous substance work and storage areas is properly marked or controlled				
Storage cabinets are clearly labeled as to the contents				
Chemical storage containers are in good condition: no evidence of damage or residue				
Hazardous chemicals are stored in secondary containers and segregated by compatibility				

Flammable liquid storage outside of a flammable storage cabinet does not exceed 10 gallons				
Flammables are not used in close proximity to ignition sources				
When refrigeration is required, flammables are stored in approved flame refrigerators/freezers				
Time sensitive chemicals/peroxide formers are managed appropriately. Containers of peroxide-forming chemicals should be dated initialled upon receipt and when opened. They should be disposed of or tested within the manufacturer's suggested expiration dates				
All chemical containers are capped and sealed, except when actively adding or removing materials from them				

### HAZARDOUS WASTE

<b>Inspected</b>	<b>Complete</b>	<b>Incomplete</b>	<b>N/A</b>	<b>Comments/Corrective Actions</b>
Chemical waste containers are in good condition and compatible with contents				
Hazardous waste is in secondary containment				
Hazardous waste is properly labeled according to campus hazardous waste guidelines. This includes the waste's physical state, hazardous properties, full product names, and appropriate percentages				
Hazardous waste is labeled with the initial date of accumulation and is accumulated for less than 9 months.				
Sharps containers are properly labeled, as to contents, hazard, etc.				
Waste is secured with appropriate closures in place				
Biomedical waste in red bags is properly disposed				
Biomedical waste is properly labeled and stored				

### PPE

<b>Inspected</b>	<b>Complete</b>	<b>Incomplete</b>	<b>N/A</b>	<b>Comments/Corrective Actions</b>
Appropriate PPE is available and used (i.e. lab coats, goggles, safety glasses, gloves ect.)				
Lab coats, properly fitted, are available and in use				
Lab workers deglove prior to leaving laboratory or handling items in a clean area				
Appropriate personal clothing is worn in addition to provided PPE (i.e., no exposed skin on legs or feet)				
PPE contaminated with hazardous materials is properly disposed				

### GENERAL SAFETY (including fire, electrical, mechanical)

<b>Inspected</b>	<b>Complete</b>	<b>Incomplete</b>	<b>N/A</b>	<b>Comments/Corrective Actions</b>
Aisles, exits and/or hallways are not obstructed				
Compressed gas cylinders are secured, labeled with contents and hazards				
Toxic gases are properly stored in a ventilated cabinet/fume hood				
Valves of gas cylinders are capped when not in use				
Lab equipment is in safe operating condition or removed from service				
A minimum clearance of 36 inches in front of an electrical panel/breaker box is maintained				
Extension cords are not being used as permanent wiring				
Extension cords or power strips are plugged directly into an outlet. (no daisy-chain)				
Major appliances/equipment are plugged directly into an outlet				
No evidence of eating or drinking in the laboratory where hazardous materials are being used or stored				
No evidence of chemical spills or residue on surfaces				
The laboratory is kept tidy and well maintained				
Hand wash sink is available with soap and paper towels				
Overhead storage is limited to lightweight, properly secured items				