

Laboratory Safety Checklist



Office of
Laboratory &
Field Safety

Building	
Room #	
Principal Investigator	
Department	
Safety Representative	

Inspected By: _____
 Title: _____
 Inspection Date: _____

STATUS:					
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General		Yes	No	Corrected During Inspection	N/A	30-Day Follow-Up
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1.	Are there any safety concerns?					
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Comments:					
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2.	PI and Lab Worker Lab Safety Training Records Review Safety Training Form					
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Comments:					
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3.	All personnel have received Lab Specific Training Lab-Specific Safety Training Form					
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Comments:					
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4.	Current Lab Door Sign with PI Name and Contact Information, appropriate hazards identified on sign					
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5.	Additional warning signs on door as needed (i.e. Radiation, Laser, Magnet) where applicable					
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6.	Right-to-Know law bulletin is posted within laboratory					
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7.	All personnel know how to obtain Safety Data Sheets					
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Comments:						
		STATUS:				
<u>Chemical Storage And Handling</u>		Yes	No	Corrected During Inspection	N/A	30-Day Follow-Up
1.	Current (dated within 12 months) inventory of chemicals is available Appendix J of CHP.					
Comments:						
2.	Standard Operating Procedures in place for the following:					
	2a. Particular Hazardous Substances (carcinogens, reproductive toxins, highly toxic chemicals)					
	2b. Pyrophoric/Water-Reactive Chemicals					
	2c. Explosives, Organic Peroxides, or Peroxidizable Chemicals					
	2d. Perchloric Acid					
	2e. Picric Acid					
	2f. Formaldehyde					
	2g. Benzene					
	2h. Nanomaterials					
Comments:						
3.	All chemical containers are properly labeled.					
Comments:						
4.	Chemicals are stored according to compatibility.					
Comments:						
5.	No leaking containers are present, secondary containment methods used.					

<u>Chemical Waste</u>		Yes	No	Corrected During Inspection	N/A	30-Day Follow-Up
1.	<u>Hazardous waste</u> containers are labeled and have closed lids.					
2.	Hazardous waste containers are stored in secondary containment devices.					
3.	Hazardous waste labels are complete.					
4.	Full hazardous waste containers are not stored beyond 3 days.					
Comments:						
		STATUS:				
<u>Biohazardous Waste</u>		Yes	No	Corrected During Inspection	N/A	30-Day Follow-Up
1.	Proper labeling of all biohazard containers must include the universal biohazard symbol and/or the words "Biohazardous Waste" in letters 1" high or greater.					
2.	Biohazardous waste is collected in appropriate containers (closeable, puncture-resistant, leak-proof, and properly labeled).					
3.	Solid, non-sharp biohazard waste is placed in appropriate containers lined with a biohazard bag.					
4.	Sharps containers are dated when put into use, discarded after 90 days, are no more than 2/3 full, and must display proper labeling.					
Comments:						
		STATUS:				

Personal Protective Equipment		Yes	No	Corrected During Inspection	N/A	30-Day Follow-Up
1.	Safety glasses/goggles are available, worn, and stored properly with procedures noted when eye protection is required to be worn.					
2.	Chemical protective gloves are available, worn, and stored properly. Procedures are noted when gloves are required to be worn.					
3.	Lab coats are available, worn, and stored properly with procedures noted when required to be worn.					
Comments:						
		STATUS:				
Laboratory Environment		Yes	No	Corrected During Inspection	N/A	30-Day Follow-Up
1.	Room pressure controller indicates acceptable directional airflow.					
2.	Proper use of chemical fume hood(s): a. current inspection sticker(s) b. not in active use, sash is down? Active use, sash height at 18"?					
3.	Biological Safety Cabinet has current certification sticker.					
4.	An eyewash fountain is available and unobstructed.					
5.	An emergency shower is available and unobstructed.					
6.	Fire extinguishers are available and unobstructed.					
7.	Fire extinguishers have an up-to-date inspection tag.					
8.	All exit ways are free and unobstructed.					
9.	Aisles are uncluttered and without a tripping hazard.					
10.	Non-contaminated sharp objects in labeled, puncture-proof containers.					
11.	Food and beverage are not stored or used in lab.					
12.	Labs with fire suppression systems, nothing stored within 18" of ceiling					
Comments:						

		STATUS:				
Electrical		Yes	No	Corrected During Inspection	N/A	30-Day Follow-Up
1.	Insulation on electrical cords and connections is in good condition.					
2.	Electrical equipment that is operated in areas exposed to flammable vapors is explosion-proof.					
3.	All electrical outlets carry a grounding connection accepting a 3-prong plug.					
4.	Extension cords are only being used as temporary wiring.					
Comments:						