

Laboratory Safety Checklist

Building	
Room #	
Principal Investigator	
Department	
Safety Representative	



Office of
Laboratory &
Field Safety

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.	PI Identified Hazards/Concerns/Questions					
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Comments:					
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2.	PI and Lab Worker Lab Safety Training Records Review					
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Comments:					
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3.	All personnel have received Lab Specific Training (Appendix I of Chemical Hygiene Plan)					
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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.	Warning signs are posted on doors					
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6.	Right-to-Know law bulletin is posted within department					
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7.	All personnel know how to obtain Safety Data Sheets					
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Comments:					
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		STATUS:				
<u>Chemical Storage And Handling</u>		Yes	No	Corrected During Inspection	N/A	30-Day Follow-Up
1.	Current inventory of chemicals is available.					
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.					
Comments:						

6.	Peroxidizable substances are dated when opened.					
7.	Peroxidizable substances are disposed of or tested after expiration date.					
Comments:						
8.	Flammable storage area(s) is labeled.					
9.	Flammables are kept away from sources of heat, ignition, flames, etc.					
10.	Corrosive chemical storage area(s) is labelled.					
11.	Corrosive materials are stored low to the ground.					
12.	Carcinogen storage and use area(s) is labeled.					
13.	Chemicals in the open are kept to a minimum.					
14.	Flammable solvents amounting to more than 1 pint are kept in approved safety containers. (Section VII part H of chemical hygiene plan)					
15.	Gas cylinders are properly secured.					
16.	Chemical spill kits are available.					
Comments:						
17.	Mercury management (labeled areas where used, stored properly, protective tools used to prevent accidental spills)					
Comments:						

		STATUS:				
<u>Chemical Waste</u>		Yes	No	Corrected During Inspection	N/A	30-Day Follow-Up
1.	Hazardous waste 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.	Lab coats are available.					
2.	Chemical protective gloves are available and stored properly.					
3.	Safety glasses/goggles are available and stored properly.					
Comments:						

		STATUS:				
Laboratory Environment		Yes	No	Corrected During Inspection	N/A	30-Day Follow-Up
1.	Fume hoods have current inspection stickers.					
2.	An eyewash fountain is available and unobstructed.					
3.	An emergency shower is available and unobstructed.					
4.	Fire extinguishers are available and unobstructed.					
5.	Fire extinguishers have an up-to-date inspection tag.					
6.	All exit ways are free and unobstructed.					
7.	Aisles are uncluttered and without a tripping hazard.					
8.	Non-contaminated sharp objects in labeled, puncture-proof containers.					
9.	Food and beverage are not stored or used in lab.					
10.	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:						