

Safety Self-Inspection Checklist for Laboratories

One Inspection form per Laboratory Room

DATE: _____

BUILDING: _____ ROOM: _____

INSPECTOR: _____ Professor _____

Inspector's Signature _____ Professor's Signature: _____

Answer each question by circling "YES" (satisfactory), "NO" (needs correction), or "N/A" if the question does not apply to your laboratory. After completing the self-inspection form, share the results with the Professor and other laboratory occupants. Correct each condition identified by each "No" answer as soon as possible. Keep the original self-inspection form on file in the laboratory and forward a copy to the Lab Safety Manager (Craig Conforti 404 HR).

SAFETY INFORMATION AND TRAINING

1. Researchers are familiar with the location and contents of: The lab's Chemical Hygiene Plan

YES NO

The College Injury and Illness Prevention Program

YES NO

The College Emergency Response Plan, to call 2-911 in the event of an emergency

YES NO

2. Standard Operating Procedures for hazardous laboratory experiments or techniques have been developed and are available at all times.

YES NO

3. List one hazardous operation or technique in your laboratory that needs an SOP written for it.

4. An accurate chemical inventory for the laboratory is maintained on the Chemical Inventory Database

YES NO N/A

5. Researchers are knowledgeable of how to obtain and interpret SDS information.

YES NO N/A

GENERAL SAFETY AND HOUSEKEEPING

6. Emergency information sign is posted on the main entrance door to the laboratory.

YES NO

7. Danger/Warning/Caution signs are in place.

YES NO N/A

8. Sink labels and fume hood stickers are in place.

YES NO N/A

9. Food is not prepared, consumed, or stored except in “Clean Areas”.

YES NO N/A

10. Floors and bench tops are free from excessive clutter.

YES NO N/A

11. Aisles and exits are unobstructed.

YES NO

12. Chemical containers are not stored on the floor in aisles or near exits.

YES NO N/A

13. All lighting systems are operational.

YES NO N/A

14. Lighting is sufficient.

YES NO N/A

PERSONAL PROTECTIVE EQUIPMENT

15. Safety glasses with side shields are available and worn by researchers at all times while in lab.

YES NO

16. Safety goggles and face shields are available and worn when appropriate.

YES NO N/A

17. Chemically resistant gloves are utilized in the lab and NOT worn in the hallways, except with a clean outer glove

YES NO N/A

18. All personal protective equipment is inspected and maintained regularly.

YES NO N/A

FUME HOODS

19. Face velocity has been checked in the last 12 months.

YES NO N/A

20. Exhaust slots are not blocked.

YES NO N/A

21. Sash(es) are in place and functional.

YES NO N/A

22. Fluorescent lights are functioning.

YES NO N/A

23. Containers with volatile chemicals are capped.

YES NO N/A

24. Fume hoods are not overly cluttered.

YES NO N/A

VENTILATION

25. No noticeable odors in the lab.

YES NO N/A

26. Normal temperature and humidity.

YES NO N/A

27. Corridor doors are kept closed.

YES NO N/A

SEISMIC HAZARD PREVENTION

28. Furniture and equipment are adequately secured.

YES NO N/A

29. Shelves have earthquake lips/barriers.

YES NO N/A

30. Overhead storage is minimized and restrained.

YES NO N/A

ELECTRICAL

31. Permanent wiring is used in place of extension cords.

YES NO N/A

32. At least 36" clearance maintained in front of electrical panels.

YES NO N/A

33. Electrical cords are in good operating condition.

YES NO N/A

34. All equipment is grounded.

YES NO N/A

35. No exposed wiring.
YES NO N/A

LABORATORY EQUIPMENT

36. Equipment with moving parts is adequately guarded.
YES NO N/A

37. Equipment disconnects are accessible.
YES NO N/A

GAS CYLINDERS

38. Toxic gases are only used in a fume hood
YES NO N/A

39. Cylinders are securely fastened with TWO points connected to immovable objects or wall mounts.
YES NO N/A

40. Cylinders are capped when not in use.
YES NO N/A

41. Incompatible cylinders are segregated.
YES NO N/A

42. Hydrogen and other flammable gas cylinders are grounded to non-painted, bare metal surfaces.
YES NO N/A

43. Flammable gas is not used with materials that can create a spark.
YES NO N/A

FIRE PREVENTION AND RESPONSE

44. Researchers are aware of the location of the nearest fire extinguisher and fire alarm pull box.
YES NO

45. Access to fire extinguishers is unobstructed.
YES NO

46. Fire extinguishers have been recharged and certified in the last 12 months.
YES NO

47. Fire extinguishers are mounted.

YES NO

48. Fire alarm can be heard from anywhere in the room

YES NO

49. Combustible materials are kept a minimum of 10 feet away from welding areas or open flames.

YES NO N/A

50. Storage of combustibles is minimized.

YES NO N/A

EMERGENCY EYEWASH/SHOWERS

51. Researchers are familiar with the location of the nearest eyewash/shower.

YES NO

52. Eyewash is operable and not blocked.

YES NO

53. Emergency shower(s) has been tested by the Environmental Safety Office in the last month & is not blocked.

YES NO

CHEMICAL SPILL RESPONSE AND PREPAREDNESS

54. Spill kits are readily accessible and researchers are familiar with where they are located.

YES NO N/A

55. Researchers are aware of the Emergency Assembly Areas for their buildings

YES NO

WASTE MANAGEMENT

56. Researchers (Waste Generators) are trained on the Hazardous Waste Guidelines.

YES NO

57. Waste containers are kept closed and are in secondary containment trays.

YES NO N/A

58. Biological waste (non-medical) autoclaved before disposal.

YES NO N/A

59. Red Sharps containers are used for all sharps disposal.

YES NO N/A

CHEMICAL HANDLING AND STORAGE

60. Researchers are aware of: The potential physical and health hazards of the chemicals in the lab

YES NO

61. The methods of handling chemicals safely

YES NO

62. Incompatible chemicals are segregated.

YES NO N/A

63. Chemical storage areas are properly labeled.

YES NO N/A

64. Chemical containers are properly labeled.

YES NO N/A

65. Chemical refrigerators are appropriately labeled for holding chemicals and/or flammables.

YES NO N/A

66. Peroxide forming chemicals are dated and tested.

YES NO N/A

67. Corrosive baths are prevented from possible slug discharges to the sanitary sewer system.

YES NO N/A

ADDITIONAL COMMENTS (use additional sheets, if necessary):