

Lab safety inspection checklist

The Department uses the following checklist during periodic inspections to evaluate the safety of each lab. We include it here to make you aware of possible hazards in your lab.

I. RIGHT TO KNOW AND PERSONAL PROTECTION (Please check (√) answer)

- | | | | |
|-----|---|-----|----|
| 1. | Is a lab map showing the location of safety book, spill kits and ventilation systems displayed in a conspicuous area? | Yes | No |
| 2. | Is the "Emergency response guide" posted conspicuously? | Yes | No |
| 3. | Is the "Emergency telephone numbers" sheet posted conspicuously near the phone? | Yes | No |
| 4. | Is the Safety Book location obvious and known by lab occupants? | Yes | No |
| 5. | Are SOPs available for each chemical? | Yes | No |
| 6. | Is the reading of SOPs documented? | Yes | No |
| 7. | Is there a system for SOPs update? | Yes | No |
| 8. | Are spill kits easily accessible and properly stocked? | Yes | No |
| 9. | Is personal protection equipment (lab coats, gloves, goggles, aprons, UV glasses and shields, face shields, laser glasses, ear muffs, respirators) available and stored in a designated area? | Yes | No |
| 10. | Has the personnel been trained in the proper use of the safety equipment (e.g. respirators)? | Yes | No |
| 11. | Are appropriate signs posted (e.g. laser, hot surface, wear goggles...)? | Yes | No |
| 12. | Does the personnel know the location of fire extinguishers? Are they charged? | Yes | No |
| 13. | Does the personnel know the location of safety showers and eyewashes? Is this equipment operational? | Yes | No |
| 14. | Are the personnel aware of "sharps" regulations? | Yes | No |
| 15. | Are the personnel aware of "hazardous waste" regulations? | Yes | No |

II. CHEMICAL INVENTORY AND STORAGE

- | | | | |
|----|--|-----|----|
| 1. | Does the personnel have access to LSS? | Yes | No |
|----|--|-----|----|

2.	Does the personnel know how to use LSS?	Yes	No
3.	Are new chemicals entered on LSS as they are delivered?	Yes	No
4.	Is there a system for LSS update?	Yes	No
5.	Are chemicals stored on shelves with lipped edges?	Yes	No
6.	Are all chemicals labeled?	Yes	No
7.	Are chemicals labeled with the proper inventory adhesive dot?	Yes	No
8.	Are chemicals dated?	Yes	No
9.	Are chemicals properly stored?	Yes	No
10.	Are acid and bases segregated?	Yes	No
11.	Are reactive chemicals stored under appropriate conditions?	Yes	No
12.	Are toxic or carcinogenic chemicals stored under appropriate conditions?	Yes	No
13.	Are flammable chemicals stored under appropriate conditions?	Yes	No
14.	Are gas cylinders properly secured to prevent them from being knocked over?	Yes	No
15.	Are specifically designed carts used for the transport of gas cylinders (e.g. liquid nitrogen)?	Yes	No
16.	Are dangerous compressed gases stored and used with appropriate ventilation?	Yes	No
17.	Are used chemicals or mixes properly disposed of?	Yes	No
18.	Are waste chemical containers properly labeled with "Hazardous Waste" tag?	Yes	No

III. LABORATORY AND EQUIPMENT

1.	Is food prepared, stored or consumed in the laboratory?	Yes	No
2.	Are all microwave, refrigerators, freezers and cryogenic units labeled with "No Food or Drinks" tags?	Yes	No
3.	Is the general laboratory set-up appropriate for an emergency evacuation?	Yes	No
4.	Are the aisles blocked by equipment, boxes...?	Yes	No
5.	Are freestanding shelves and cabinets secured to the walls?	Yes	No

6.	Are fire escape hatches blocked?	Yes	No
7.	Is general housekeeping satisfactory?	Yes	No
8.	Are sharp objects lying around?	Yes	No
9.	Are sharps properly disposed of?	Yes	No
10.	Are Bunsen burners supplied with gas using black vacuum tubing?	Yes	No
11.	Are equipment electrical cords in good condition?	Yes	No
12.	Are extension cords on the floor?	Yes	No
13.	Are "High Voltage" signs posted where appropriate?	Yes	No
14.	Are precautions taken with liquid streams to prevent short circuits?	Yes	No
15.	Are heavy objects stored on lower shelves?	Yes	No
16.	Are precautions taken to prevent accidents with equipment containing moving parts?	Yes	No
17.	Are transmission belts and chains (e.g. on vacuum pumps) guarded and in good condition?	Yes	No
18.	Are hood sashes kept below the "100 fpm face velocity with sash at this line" tag?	Yes	No
19.	Is rarely used equipment stored permanently under the hoods?	Yes	No
20.	Is equipment blocking the airflow to the hood exhaust?	Yes	No