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LABORATORY SAFETY INSPECTION

DATE: _____ P.I./LAB MANAGER(S): _____ PHONE(S): _____

DEPARTMENT: _____ BUILDING: _____ ROOM(S) INSPECTED: _____

INSPECTOR(S):_____ TIME IN: _____ TIME OUT: _____ TOTAL TIME: _____

LAB TYPE:_____ DISCIPLINE: _____

General Laboratory Safety	S	V*	NA	Comments and/or Corrective Action	Date Corrected
Lab workers/students receive required safety training and are properly documented					
Lab workers/students have access to MSDS information for chemicals used in laboratory					
Lab workers/students are not alone when working with hazardous chemicals					
Safety showers/eye washes stations are available within 10 seconds travel					
Safety showers are checked and documented within the past year					
Eyewash stations are checked and documented within the past week					
A spill cleanup kit is available					
All chemical containers are capped when not in use					
Biohazard containers are labeled properly					
Centrifuges, refrigerators and ovens are clean					
Passageways to exits are clear. Non-exits are labeled.					
Areas are clear around safety showers, fire extinguishers, and electrical controls					
Water is run into seldom used floor drains to prevent dry traps					
First aid kit is readily available, fully stocked and NO oral meds available					

Overall housekeeping is evident. General appearance of lab is tidy.					
Adequate lighting is in all areas of the laboratory					
Unsafe practices are not evident (i.e., no mouth pipetting, no children/pets in lab, gloves are removed prior to touching common items, etc.)					
Overnight reactions are properly labeled. Emergency contact information is available. Appropriate precautions have been taken in regards to instrumentation.					
Chemical Hygiene	**S**	**V***	**NA**	**Comments**	**Date Corrected**
No evidence of food or drink consumption in the laboratory					
Lab refrigerators labeled "Not for food or drink"					
Organic solvents, volatiles, and airborne hazards are used in an appropriate fume hood.					
Hand washing facilities are available and appropriately stocked					
Safety carriers are available for transporting chemicals					
Lab carts have spill containment sides					
"Special health hazard" chemicals are labeled with sticker (i.e., carcinogen, mutagen, etc.)					
"Not for human consumption" labels are used where appropriate					
When NFPA label is present, it is filled out correctly					
Particularly hazardous substance (PHS) form is complete and on file with Dept. CHO prior to working with PHS					
Laboratory surfaces appear clean and are properly decontaminated if necessary					
Perchloric acid is handled properly					

Chemical Storage	S	V*	NA	Comments	Date Corrected
All chemical containers/reagent bottles are labeled with chemical name and hazard warnings.					
Chemical containers are in good condition					
No liquids are stored above eye level					
Incompatible materials are appropriately segregated					
Flammable materials are stored properly and not above refrigerators and/or freezers					
Flammable storage areas are not used to store miscellaneous items					
Refrigerators/freezers used for storing flammable liquids are designed for that purpose and properly labeled as such					
Chemicals that may become hazardous with prolonged storage (i.e., dioxane, ether, furan, etc.) are dated when received and first opened					
Hazardous waste containers are not filled above the "fill line"					
Laboratory Waste Disposal	**S**	**V***	**NA**	**Comments**	**Date Corrected**
Proper receptacles for solvents, glass, paper, sharps, biological and radioactive waste are present					
If necessary, a Safety Department carboy is used for the disposal of organic solvents					
All containers for waste chemicals are labeled as "Hazardous Waste." Labels are properly completed.					
An area is available to collect un-needed chemicals for EHS removal					
Waste containers are closed when not in active use					
Waste containers are not leaking, rusted, bulging or damaged					
Biohazardous waste is disposed of properly					

Secondary containment is used for hazardous waste containers, where possible.					
Instrument and Equipment Use	**S**	**V***	**NA**	**Comments**	**Date Corrected**
All users have been trained in proper operating and safety procedures					
Areas around instruments and equipment is clear					
Vacuum pumps have cold traps to prevent volatiles from getting into pump oil					
Equipment with moving parts (i.e., a belt-driven vacuum pump) have guards					
Dewar flasks and vacuum desiccators are taped or guarded					
All gas cylinders are labeled for content and if "empty," "in use," and/or "full"					
All gas cylinders are properly secured					
Instrument and Equipment Use	**S**	**V***	**NA**	**Comments**	**Date Corrected**
All cylinders without regulators have on protective caps					
Empty cylinders are promptly removed from labs					
Flammable gases separated from oxidizing gases by distance, wall, or partition					
All Bunsen burner hoses are in good condition					
Personal Protective Equipment	**S**	**V***	**NA**	**Comments**	**Date Corrected**
A written PPE hazard assessment is on file for each employee position.					
Safety goggles/glasses (ANSI Z87.1) are worn by everyone in the laboratory when hazards are present					
Lab coats or aprons are available for working in the laboratory. Location:					
Rubber or plastic aprons and goggles are available when using liquid caustics or corrosives. Location:					

Appropriate gloves are worn when there is risk of skin contact with a hazardous chemical					
Appropriate eye protection is used for operating specialized equipment per manufacturer's recommendation					
Heat resistant gloves and tongs are available to handle hot items					
Visitor safety glasses are available					
No shorts, skirts, or open-toed shoes are observed in laboratory					
Full face shields are available for working with large quantities of reactive chemicals. Location:					
Respirators are not used without proper training. Contact Safety Department for details.					
Fume Hoods	**S**	**V***	**NA**	**Comments**	**Date Corrected**
Hoods are clear front to back for good air flow					
Hoods have a current EHS inspection sticker					
Sash is kept down except when working in the hood					
Hoods are free of clutter and stored chemicals					
Hood sashes are not raised past the marks on the inspection sticker					
Fume hood alarms are active (not muted)					
Large pieces of equipment located in hood are elevated to allow for air flow					
Procedures are conducted at least 6" inside hood					
Proper flow is indicated (minimum flow of 100 feet per minute face velocity at 18" stop)					
Fire Safety	**S**	**V***	**NA**	**Comments**	**Date Corrected**
People know the location of fire extinguishers and alarms					

Where appropriate, extinguishing media is available for Class D fires					
The lab has a fire evacuation plan					
Lab doors are locked at the end of the work day					
Explosion proof electrical equipment is used when working with flammable liquids, when possible.					
Flammable chemicals present on a bench top are limited to amount needed for current procedure					
Where sprinklers exist, a minimum of 18 inches clearance must be present below the ceiling deflector					
Immersion heater usage is supervised					
Space heaters are not present in laboratory					
Electrical Safety	**S**	**V***	**NA**	**Comments**	**Date Corrected**
Circuit breaker boxes are unobstructed and all breakers are labeled					
All appliances have 3 pronged grounded plugs and are UL approved					
Wiring is in good repair					
Extension cords are not used					
GFCI protected outlets present near sinks					

Lab Signs	**S**	**V***	**NA**	**Comments**	**Date Corrected**
NFPA Hazard Chart					
Authorized Personnel/Restricted Access					
Eye Protection					
No Food or Drink					
Safety Showers					
Eyewash station					
Fire Extinguisher					

Biosafety Level					
Current Emergency Contacts are listed for each laboratory					
Miscellaneous	**S**	**V***	**NA**	**Comments**	**Date Corrected**

Compiled in part from:1993 Appendix E: Laboratory Safety Survey, UW-Madison Safety Department; http:// www.labsafety.org/filkes/Labinspection; Univ of Louisiana, Department of EHS; http://www.chem.purdue.edu/safety/reftable.htm; Stony Brook University -http://ws.cc.stonybrook.edu/facilities/ehs/lab/?inspection; The University of Texas at Austin - http://www.utexas.edu/safety/ehs/lab/labinspection.html; http://www.lbl.gov/ehs/chsp/html/react_peroxides.shtml; UWSP Lab safety checklist