

UNMC Environmental Health & Safety Laboratory Safety Audit Checklist

The laboratory safety audit checklist covers EPA and OSHA regulations. The checklist must be reviewed by the laboratory PI and all laboratory personnel. Once the checklist has been completed and reviewed, the PI and lab personnel must sign the last page of the checklist. If you have any questions regarding items on the checklist, please refer to the [Laboratory Safety Audit Guide](#) or contact EHS at 559-6356 or via email: unmccehs@unmc.edu

Training

Yes No N/A

1.	Are all lab personnel, students, and working visitors trained on experiments and/or procedures that are being performed in the laboratory? Be prepared to show training documentation.			
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Chemical Safety

Yes No N/A

1.	Have all individuals working in the lab been educated about the chemical hazards present within the lab space(s)?			
2.	Has a risk hazard assessment been conducted for all chemicals, substances and processes that pose a physical risk and/or health hazard? Be prepared to show evidence of risk assessments.			
3.	Are Safety Data Sheets (SDS) readily accessible to lab personnel for ALL chemicals/substances present in the lab space(s)?			
4.	Are chemicals, including chemical waste, properly labeled and stored by hazardous class and compatibility?			
5.	Are all flammable chemicals, including chemical waste, being stored in an approved storage room or flammable liquids cabinet?			
6.	Are all chemical waste containers closed, labeled appropriately, and stored in secondary containment?			
7.	Is the lab properly disposing of chemical waste and all other EPA regulated items?			
8.	Is the lab properly disposing of empty chemical containers, including p-listed chemicals?			
9.	Does the lab have mercury thermometers?			
10.	Has the lab submitted an updated chemical inventory to EHS within the last year?			
11.	Does the lab ship hazardous materials or dangerous goods? If yes, are personnel properly trained?			
12.	Does the lab ship items out of the country? If yes, are personnel aware of export control regulations?			

Emergency Procedures

Yes No N/A

1.	Are laboratory personnel aware that they are to report all needle sticks and cuts via the OUCH Pager?			
2.	Are laboratory personnel aware of the Emergency Preparedness Procedures flip charts, which includes the chemical spill guidelines?			
3.	Does the laboratory have a current (2020) laboratory safety poster and have all laboratory personnel reviewed the information?			
4.	Does the lab have a chemical spill kit?			
5.	Do laboratory personnel know how to report fires, chemical spills, exposures, and other accidents/incidents or near misses?			
6.	Are staff aware that they MUST evacuate the building if directed to do so and not reenter until the "all clear" has been issued?			

General Safety

Yes No N/A

1.	Are food and drink present in the lab?			
2.	Do all aisles within the laboratory space(s) have sufficient width of 36" for passing?			
3.	Are any doors or corridors obstructed?			
4.	Are there any items placed on the corridor doors or vision panels (windows) on the doors?			
5.	Are any doors being held and/or propped open with a door stop or other object?			
6.	Is the appropriate dress code being worn in the lab?			
7.	Is Personal Protective Equipment (PPE) readily available (lab coats, gowns, gloves, face protection, etc.) for all lab personnel and are lab personnel trained to use the appropriate PPE?			
8.	Is appropriate eye protection readily available for the hazards (UV, lasers, chemicals, etc.) within the laboratory and are all lab personnel trained to use the proper eye protection?			
9.	Is respiratory protection used in the laboratory? If yes, lab must provide a list of names of those who are wearing respirators and/or PAPRS.			
10.	Are appropriate gloves being used and then removed prior to leaving the lab?			
11.	Are animals used in the laboratory? If yes, do all laboratory personnel have approval for use, access to IACUC protocol(s), appropriate training and animal contact clearance?			

Laboratory Signage**Yes No N/A**

1.	Does the laboratory sign posted outside of each laboratory room reflect current information?			
2.	Are stickers/signs posted to reflect the appropriate hazards on all laboratory equipment?			

Laboratory Security**Yes No N/A**

1.	Are acute toxins, select agents, controlled substances, and radioisotopes appropriately secured?			
2.	Is the lab secure when not occupied?			
3.	Are lab personnel wearing ID cards at all times?			
4.	Are lab personnel trained to not allow other individuals access with their personal ID card?			

Misc. Laboratory Waste**Yes No N/A**

1.	Are sharps containers available?			
2.	Is glassware and broken glass being properly disposed of?			
3.	Are used pipettes and pipette tips being collected in boxes, lined with plastic?			

Facilities**Yes No N/A**

1.	Are items stored at least 18 inches from the automatic sprinkler heads?			
2.	Are boxes and equipment stored at least 2 inches from the ground?			
3.	Are there any damaged floor tiles or trip hazards in the lab?			
4.	Are there any damaged ceiling tiles in the lab?			
5.	Is the lab designed to be easily cleaned?			
6.	Are chairs at lab benches covered with a non-porous material?			

Equipment Management**Yes No N/A**

1.	Is there any defective equipment in the lab?			
2.	Are refrigerators in laboratory spaces free from food and drink and appropriately labeled?			
3.	Are emergency eyewashes and safety showers free from obstruction?			
4.	Are eyewash stations being flushed weekly and the test documented?			
5.	Are the safety shower and eyewash stations annually tested by Facilities?			
6.	Are the fume hood and/or biosafety cabinet(s) certified annually by Facilities?			
7.	Are fume hoods and biosafety cabinets free of clutter and properly maintained?			
8.	Are compressed gas cylinders appropriately secured in an upright position, and capped when not in use?			

Electrical**Yes No N/A**

1.	Is electrical cord insulation on equipment cracked or frayed?			
2.	Are extension cords, power strips, outlet expanders or adapters being used to provide power to any laboratory equipment items?			
3.	Are electrical cords identified and secured so they do not pose a trip or entanglement hazard?			

Biosafety**Yes No N/A**

1.	Does the lab have a red biohazardous waste bin that is durable and leak proof?			
2.	Are vacuum flasks which are connected to the vacuum system equipped with an in-line filter, or dual flask, to prevent liquids from being drawn into the vacuum system?			
3.	Is a sink with hand hygiene supplies available, and supplies not stored under the sink?			
4.	Is the disinfectant type being used in the laboratory appropriately selected for the effectiveness of use?			
5.	Is the lab performing any recombinant DNA studies?			
6.	Is the lab working with any risk group 2 or higher biohazard agents?			
7.	Is the lab working with biological materials derived from humans or non-human primates?			

Once the checklist has been completed and reviewed, the PI and lab personnel should sign the next page of the checklist. The laboratory safety audit checklist for EPA & OSHA Regulations should be reviewed by the laboratory PI and all laboratory personnel. Please print your name, date, and sign below once you have reviewed the checklist. **Please be prepared to submit a completed and signed copy of this checklist at the time of your scheduled audit.**

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