

## Laboratory Safety (Chemical Hygiene) Self-Audit Checklist

The purpose of this lab audit form is to allow lab personnel to do quick and easy self-audit of their labs. The checklist incorporates major components of lab safety and covers many of the regulatory items pertaining to laboratory work. This checklist is not meant to be all inclusive, but should serve as an easy way to generally check on major components of your chemical hygiene plan (lab health and safety programs).

**Researcher name:** \_\_\_\_\_ **Audit Date:** \_\_\_\_\_

**Audited by (name):** \_\_\_\_\_

**Building** \_\_\_\_\_ **Room #** \_\_\_\_\_ **Dept.** \_\_\_\_\_

**Mark** ☒ **Accomplished;** ☒ **not done;** ☒ **NA not applicable to our lab/dept.**

### **Administrative:**

- \_\_\_\_\_ Staff has reviewed university lab safety manual/Chemical Hygiene Plan (CHP)
- \_\_\_\_\_ Individual PI's procedures/lab specific safety plans are available in lab
- \_\_\_\_\_ Safety Officer or safety duties assigned to lab workers
- \_\_\_\_\_ All lab accident/incidents (including "near misses") reported to EHS
- \_\_\_\_\_ A chemical inventory is available and has been provided to EH&S
- \_\_\_\_\_ Lab security maintained (unoccupied labs kept locked) and materials kept secure

### **Safety:**

- \_\_\_\_\_ Chemicals are stored by chemical classes (not stored alphabetically)
- \_\_\_\_\_ Chemical containers are dated when received and when opened. Date-sensitive materials are controlled and disposed of when needed.
- \_\_\_\_\_ Proper storage of peroxide-formers, shock and water sensitive and other special materials
- \_\_\_\_\_ Chemical containers capped immediately after use to avoid spills/exposure
- \_\_\_\_\_ Secondary containers are used for chemicals when necessary
- \_\_\_\_\_ Chemicals are not stored in fume hoods except if exhaust is required (contact EH&S for info)
- \_\_\_\_\_ Flammables are stored in approved flammable storage cabinets
- \_\_\_\_\_ High hazards chemicals, carcinogens, mutagens, are stored in secure, labeled area or cabinet (a designated area, per OSHA)
- \_\_\_\_\_ MSDS is reviewed and hazards evaluated before use in experiments (MSDS may be viewed at <http://www.safety.fsu.edu/msds.html> )
- \_\_\_\_\_ Chemical toxicity and exposure potential evaluated, routes of exposure considered
- \_\_\_\_\_ Chemicals are dated when received & air sensitive chemicals dated when opened
- \_\_\_\_\_ Old chemicals are evaluated and properly disposed of
- \_\_\_\_\_ All chemicals and other materials are properly labeled
- \_\_\_\_\_ Heat sources and flames are not used around flammables
- \_\_\_\_\_ Good housekeeping; benchtops cleaned and not cluttered; aisles are unobstructed.
- \_\_\_\_\_ Appropriate lab attire (lab coats, no shorts, no open-toed shoes, etc) is required
- \_\_\_\_\_ Personal Protective Equipment (PPE) is provided and used
- \_\_\_\_\_ Cylinder gases are properly secured, used, and transported
- \_\_\_\_\_ Poisonous, flammable, corrosive, oxidizing gases are separated & properly stored
- \_\_\_\_\_ Appropriate use of extension cords or temporary wiring
- \_\_\_\_\_ Grounding and bonding used where static spark or flammables may be a concern
- \_\_\_\_\_ No eating, drinking in the lab
- \_\_\_\_\_ Refrigerators maintained and cleaned
- \_\_\_\_\_ Explosive-proof & flammables-safe refrigerators used when needed
- \_\_\_\_\_ Proper equipment is maintained for the safe transport of chemicals (carts, secondary containers, break-resistant containers)
- \_\_\_\_\_ Fumehood monitor/flow device is checked daily
- \_\_\_\_\_ Fume hood sash kept closed when not in use, not used above safe height

- \_\_\_\_\_ Unattended reactions or operations are minimized or forbidden. All hazardous experiments must be monitored at all times.
- \_\_\_\_\_ Hazardous work may not be performed by lab workers alone in lab
- \_\_\_\_\_ Egress routes from lab established, egress not blocked
- \_\_\_\_\_ Signage on the lab door has appropriate information
- \_\_\_\_\_ Other (please specify):

**Emergency Preparedness:**

- \_\_\_\_\_ Lab phone is posted with emergency phone numbers
- \_\_\_\_\_ Safety eyewash is tested at least monthly if drain is operational
- \_\_\_\_\_ Safety equipment is not blocked or obstructed

**Waste:**

- \_\_\_\_\_ Designated waste area delineated for chemical, radioactive or biohazardous waste
- \_\_\_\_\_ Waste materials in the lab are properly labeled (contact EH&S for pickup)
- \_\_\_\_\_ All waste containers are kept closed
- \_\_\_\_\_ Full waste containers reported to EH&S for pickup
- \_\_\_\_\_ Waste chemicals are stored in secondary containment if appropriate
- \_\_\_\_\_ Sharps and glass containers are labeled, not overfilled
- \_\_\_\_\_ Biohazardous waste autoclaved before disposal

**Biosafety and Radiation Safety:**

- \_\_\_\_\_ Projects have been reviewed and approved by EH&S
- \_\_\_\_\_ Labs working with blood or other potentially infectious materials have a written OSHA Bloodborne Pathogens (BBP) Plan
- \_\_\_\_\_ Labs working with biohazards have a written Exposure Control Plan
- \_\_\_\_\_ Biosafety cabinets tested and recertified annually, when new, and when moved.
- \_\_\_\_\_ Labs working w/radiation have a Radiation Safety Manual available
- \_\_\_\_\_ Labs working w/radiation have dosimeters
- \_\_\_\_\_ Radiation use area identified and absorbent paper used
- \_\_\_\_\_ Radiation users have operating GM survey meter provided by EH&S
- \_\_\_\_\_ Specialized eye protection (lasers) or other safety devices used properly.
- \_\_\_\_\_ Physical non-ionizing radiation sources (lasers, UV, etc.) registered w/EH&S

**Training and Information:**

- \_\_\_\_\_ All employees and students that use chemicals in the lab have had documented chemical hygiene (lab safety) training (lab-specific training is performed by PI, lab manager or lab safety officer).
- \_\_\_\_\_ Training of staff on fire prevention and egress has been accomplished
- \_\_\_\_\_ All lab workers know location of safety information & resources