

RESEARCH LAB w/CHEMICALS SELF-AUDIT CHECKLIST

Department Name: _____ Area Inspected: _____ PI: _____

Inspected by: _____ Date of Inspection: ___/___/___

A. Training

Does PI keep Departmental CHO up to date on lab personnel changes, including changes in tasks? ___ Yes ___ No

Name	Lab Safety	Haz Waste Mngmt	Chemical Hygiene Plan	Employee Safety	Haz Com GHS	Office Safety	Slips/Trips/Falls	Dept. Emergency Action Plan	Chloroform	Formaldehyde	Methylene chloride	Phenol	Sharps Safety	Biosafety Cabinet		
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Required training: Lab Safety, Hazardous Waste Management, Chemical Hygiene Plan, Hazard Communication GHS, Office Safety, Employee Safety, Slips/Trips/Falls, Dept. Emergency Action Plan. Other trainings may be required, depending on lab operations (e.g., Chloroform, Sharps, Formaldehyde). Key: --: training not required; X: training completed; blank: training not completed.

B. Administrative

- ___Yes ___No ___N/A Are SDS available in the lab and readily accessible?
- ___Yes ___No ___N/A Is there a current Chemical Hygiene Plan in the lab?
- ___Yes ___No ___N/A Are Standard Operating Procedures (SOPs) for hazardous tasks complete?
- ___Yes ___No ___N/A Is the chemical inventory current (updated within 12 months)?

C. General Safety Concerns

- ___Yes ___No ___N/A Are rooms, cabinets, designated areas containing such materials as regulated hazardous substances, radioactive materials, and biohazardous materials, posted with the appropriate warning signs?
- ___Yes ___No ___N/A Are all exits and aisles to the outside free from any obstructions?

D. Seismic Safety/Fire Safety

- Yes No N/A Is overhead storage minimized?
 Yes No N/A Is overhead storage restrained?
 Yes No N/A Is overhead storage kept 24" below ceiling or 18" below the sprinkler heads?

E. Personal Protective Equipment

- Yes No N/A Is the appropriate personal protective equipment required for the lab available?
 Safety Glasses Goggles Face Shields Gloves
 Lab Coats/aprons
 Yes No N/A If the lab is considered a high-hazard fire area, is an appropriate extinguisher available?
 Yes No N/A In high-hazard fire areas, are lab personnel current on fire extinguisher training?

F. Laboratory Equipment

- Yes No N/A Is the eyewash free from any obstructions?
 Yes No N/A Is the eyewash operated weekly?
 Yes No N/A Is the emergency shower free from any obstructions?
 Yes No N/A Is the emergency shower operated monthly?
 Yes No N/A Has the fumehood been tested within the last year?
 Yes No N/A Is storage with the fumehood minimized?
 Yes No N/A Are the biological safety cabinets certified annually?
 Yes No N/A Is non-ionizing radiation equipment (lasers, microwave sources, and ultraviolet light sources) posted with warning labels and shielded?
 Yes No N/A Are vacuum systems that are capable of imploding protected with cages or barriers?
 Yes No N/A Are glass liquid nitrogen dewars wrapped or shielded?
 Yes No N/A Are proper gloves and safety glasses available for use with liquid nitrogen?
 Yes No N/A Is the vacuum pump belt guard in place?
 Yes No N/A Are two-pronged appliances not located within a five foot radius or directly located above a sink or flammable materials?

G. Refrigerators and freezers

- Yes No N/A Are food and beverages kept out of work areas and out of laboratory refrigerators/freezers?
 Yes No N/A Is the proper type of refrigerator used i.e., explosion-proof for flammable liquids?
 Yes No N/A Are laboratory refrigerators/freezers properly marked, prohibiting the storage of food or drink?
 Yes No N/A Are refrigerator/freezers free of chemical spills or contamination?
 Yes No N/A Are all containers/packages labeled?
 Yes No N/A Are all containers/packages tightly closed or sealed?

H. Compressed Gases

- Yes No N/A Are all cylinders properly secured in an upright position?
 Yes No N/A Are protective caps in place when the cylinder is not in use?
 Yes No N/A Are incompatible cylinders stored >20 feet apart or on a welding cart with a fire wall?
 Yes No N/A Are gauges of oxygen regulators marked with the words, "Use No Oil"?
 Yes No N/A Are the regulators, connections and supply lines in good condition?
 Yes No N/A Are shatter-resistant supply lines utilized (no hard plastic)?
 Yes No N/A Are flash arresters on flammable gas supplies for atomic absorption instruments, hydrogen and oxy-acetylene torch lines?

I. Hazardous Materials/Wastes

- Yes No N/A Are all chemical and waste containers properly labeled with the chemical name(s) and hazard of the material(s)?
- Yes No N/A Are the proper containers obtained and used for storing hazardous waste?
- Yes No N/A Are all chemicals color-coded to identify proper storage location?
- Yes No N/A Are all chemicals and wastes stored according to hazard classification and compatibility?
- Yes No N/A Are all containers of potential peroxide-forming chemicals dated upon receipt and utilized or disposed of within one year?
- Yes No N/A Are flammable liquids stored in flammable liquid storage cabinets or in closed metal safety cans whenever possible?
- Yes No N/A Are flammable cabinets free of corrosion, spills, and damage?
- Yes No N/A Are corrosive cabinets free of corrosion, spills, and damage?
- Yes No N/A Is storage of corrosive chemicals above eye level avoided?
- Yes No N/A Are all containers kept tightly closed except when adding or removing waste?
- Yes No N/A Are liquid waste containers kept in secondary containment tubs?
- Yes No N/A Are all "sharps" collected in puncture and leak resistant containers?
- Yes No N/A Is broken glass collected in puncture-resistant containers, marked with the words "Broken Glass"?

Additional comments:
