**Laboratory Safety Review Checklist**

|  |  |
| --- | --- |
| **Building:** | **Review Date:** |
| **Room Number:** | **Reviewer Name(s):** |
| **Department:** | **PI/Lab Manager:** |

|  |
| --- |
| **Legend**  **Y**: Yes, this item was found to be in compliance. *No further action is required.*  **N**: No, this item was found to be out of compliance. *Action needs to be taken within one month after the report is submitted by Compliance.*  **N/A**: Not Applicable. This item is not applicable to the laboratory space. *No further action is required.*  **ICR**: Immediate Correction is Required. *Action needs to be taken within 48 hrs or less depending on severity of findings.*  **\***: Indicates that this item is only applicable for areas that use and/or store chemical, compressed gasses, cryogenics, lasers, and mechanical hazards  **\*\***: Indicates that this item is only applicable for areas where chemicals are stored and/or used  **\*\*\***: Indicates that this item is only applicable to areas where corrosive and/or flammable chemicals are stored and/or used |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Access Door Postings and Other Safety Posting/Signage** | | | **N/A** |  |
| **Regulation Description** | **Yes** | **No** | **N/A** | **ICR** |
| Up to date Primary and Secondary Contact Information\* |  |  |  |  |
| General hazard warnings and entry restrictions are posted on access doors\* |  |  |  |  |
| Posting describing areas where food and drink are not allowed are visible\*\* |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Required Safety Equipment** | | | **N/A** |  |
| **Regulation Description** | **Yes** | **No** | **N/A** | **ICR** |
| Fire extinguisher is within 75 feet |  |  |  |  |
| Fire extinguisher is unobstructed |  |  |  |  |
| Fire extinguisher is properly mounted and is not on the floor |  |  |  |  |
| Fire extinguisher has been inspected within the last year |  |  |  |  |
| Fire extinguisher seal is unbroken and extinguisher is fully charged |  |  |  |  |
| Fire extinguisher is appropriate for type of hazards present |  |  |  |  |
| Safety Shower is available within 10 seconds travel time\*\*\* |  |  |  |  |
| Safety Shower is unobstructed\*\*\* |  |  |  |  |
| Safety Shower has been inspected within the last year\*\*\* |  |  |  |  |
| Eyewash is available within 10 seconds of travel time\*\*\* |  |  |  |  |
| Eyewash is unobstructed\*\*\* |  |  |  |  |
| Eyewash has been inspected within the last year\*\*\* |  |  |  |  |
| Exit signs/Emergency lighting is adequate |  |  |  |  |
| Appropriate chemical spill kits are available |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal Protective Equipment (PPE)** |  |  | **N/A** |  |
| **Regulation Description** | **Yes** | **No** | **N/A** | **ICR** |
| Appropriate PPE is readily available (eyewear, lab coats, apron, gloves, etc.) |  |  |  |  |
| Appropriate PPE is worn when required and/or posted |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General Safety** | | | **N/A** |  |
| **Regulation Description** | **Yes** | **No** | **N/A** | **ICR** |
| Area walkways and doorways are unobstructed |  |  |  |  |
| Excess clutter is not present in the area |  |  |  |  |
| No evidence of eating/drinking in areas where hazardous chemicals are stored or used. |  |  |  |  |
| Access to area is secured |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Safety Procedures** | | | **N/A** |  |
| **Regulation Description** | **Yes** | **No** | **N/A** | **ICR** |
| Lab-specific emergency procedures are readily available |  |  |  |  |
| Written chemical spill procedures are readily available |  |  |  |  |
| Written Standard Operating Procedures (SOPs) for high hazard materials and process are readily available |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chemical Inventory/ Chemical Safety Data Sheets (SDS)** | | | **N/A** |  |
| **Regulation Description** | **Yes** | **No** | **N/A** | **ICR** |
| Printed copy of room inventory is readily available |  |  |  |  |
| Room chemical inventory is complete and accurate |  |  |  |  |
| Chemical SDS’s are readily available for all chemicals present in room |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Electrical Hazards** | | | **N/A** |  |
| **Regulation Description** | **Yes** | **No** | **N/A** | **ICR** |
| Electrical cords do not pose a tripping hazard |  |  |  |  |
| Power strip with surge protection used for high power equipment |  |  |  |  |
| Electrical cords are not frayed or damaged |  |  |  |  |
| 3-pronged plugs are not altered (i.e. the ground prong removed) |  |  |  |  |
| Electrical outlets by sinks or water sources are GFCI outlets |  |  |  |  |
| Electrical panel is unobstructed |  |  |  |  |
| Extension cables are not plugged into each other (“daisy-chained”) |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Compressed Gas Cylinders** | | | **N/A** |  |
| **Regulation Description** | **Yes** | **No** | **N/A** | **ICR** |
| Gas cylinders are properly secured (individual restraints are recommended) |  |  |  |  |
| Empty gas cylinders are labeled as “empty” |  |  |  |  |
| Gas cylinder caps are on cylinders that are not in use (Regulator is not attached while in storage) |  |  |  |  |
| No tape is used on gas cylinder compression fittings |  |  |  |  |
| Gas cylinders is labeled with contents |  |  |  |  |
| Room ventilation is adequate where gas cylinders are being used |  |  |  |  |
| Plumbing downstream of gas cylinders regulator is rated to withstand max delivery pressure of the regulator |  |  |  |  |
| Toxic or corrosive gas cylinders are in a mechanically vented closure or have a bonnet vent regulator |  |  |  |  |
| Room containing toxic or corrosive gas cylinders has an appropriate gas detection system |  |  |  |  |
| There is at least 20 feet of separation between oxidizing gas cylinders and flammable gas cylinders |  |  |  |  |
| There are no more than 3 flammable and/or oxygen gas cylinders stored in the same room |  |  |  |  |
| There is at least 20 feet of separation between a hydrogen gas cylinder and flammable materials or oxidizers |  |  |  |  |
| There is at least 50 feet of separation between a hydrogen gas cylinder and flammable gas cylinders, air intakes, or air compressors |  |  |  |  |
| “Hydrogen Flammable Gas – No Smoking/No Open Flames” warning placard is posted near hydrogen gas cylinders |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chemical Storage and Chemical Container Labeling** | | | **N/A** |  |
| **Regulation Description** | **Yes** | **No** | **N/A** | **ICR** |
| There are no unlabeled chemical containers for chemicals not in immediate use |  |  |  |  |
| Chemical containers are properly labeled |  |  |  |  |
| Incompatible chemicals are physically separated in storage |  |  |  |  |
| Storage trays or secondary containers are compatible with chemicals |  |  |  |  |
| Glass chemical containers (>500ml) are stored below eye level |  |  |  |  |
| Chemical containers are not stacked on top of each other |  |  |  |  |
| Chemical containers on the floor or near a drain are in secondary containment or surrounded by absorbent |  |  |  |  |
| Flammable liquid storage is appropriate for the class and/or quantity of the chemicals stored inside |  |  |  |  |
| High hazard chemicals are in marked storage |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chemical/Hazardous Waste** | | | **N/A** |  |
| **Regulation Description** | **Yes** | **No** | **N/A** | **ICR** |
| Chemical waste container label is complete and accurate indicating container contents, chemical composition, and concentration of waste |  |  |  |  |
| Label is physically attached to individual waste containers |  |  |  |  |
| Chemical waste container is properly closed |  |  |  |  |
| Chemical waste is in compatible containers |  |  |  |  |
| Liquid chemical waste no more than 75% full |  |  |  |  |
| No evidence of chemical waste container leaking or spilling in storage area |  |  |  |  |
| Liquid chemical waste containers stored on the floor or near a drain are in a secondary containment or surrounded by absorbent |  |  |  |  |
| Incompatible chemical wastes are physically separated in storage |  |  |  |  |
| “Satellite Accumulation Area” sign is posted at designated Waste Accumulation Point |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lab Refrigerator, Freezers, and Microwave Ovens** | | | **N/A** |  |
| **Regulation Description** | **Yes** | **No** | **N/A** | **ICR** |
| Lab refrigerator, freezer, or microwave oven has sign with “No food or Drink” posted |  |  |  |  |
| No Food/Drink found in a lab refrigerator, freezer, or microwave oven |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Explosive and Highly Reactive Materials** | | | **N/A** |  |
| **Regulation Description** | **Yes** | **No** | **N/A** | **ICR** |
| Peroxide forming chemicals are marked with receipt date and the date when opened |  |  |  |  |
| Written SOPs for handling highly reactive or explosive materials are readily available |  |  |  |  |
| Written SOPs for handling pyrophoric and/or water reactive materials are readily available |  |  |  |  |
| Pyrophoric and/or water reactive materials are segregated, contained, and labeled |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mechanical Equipment Hazards** | | | **N/A** |  |
| **Regulation Description** | **Yes** | **No** | **N/A** | **ICR** |
| Guards or warnings posted on equipment with accessible belts, pulley drives, or rotating parts |  |  |  |  |
| Warnings posted on unattended mechanical equipment |  |  |  |  |
| Equipment stop switch is easily accessible to the operator |  |  |  |  |
| Mechanical equipment is properly secured to the floor where applicable |  |  |  |  |
| Equipment’s electrical disconnects are unobstructed |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Chemical Fume Hoods and Biosafety Cabinets** | | | **N/A** |  |
| **Regulation Description** | **Yes** | **No** | **N/A** | **ICR** |
| Non-functioning fume hoods have an “Out of Service” sign posted |  |  |  |  |
| Hazardous materials or processes that require ventilation are being performed in a functioning fume hood |  |  |  |  |
| Air flow indicator is in use (manometer, digital gauge, tissue paper, etc.) |  |  |  |  |
| Sash is closed when fume hood is unattended |  |  |  |  |
| Chemicals are not permanently stored in fume hood |  |  |  |  |
| Large equipment inside a fume hood is elevated by at least 2 inches |  |  |  |  |
| Materials inside a fume hood are at least 6 inches from the sash opening |  |  |  |  |
| Airflow through fume hood, and baffle exhaust are unobstructed |  |  |  |  |
| Sash Cables are in good working condition (no visible fraying or corrosion evident) |  |  |  |  |
| Non-functioning biosafety cabinet has an “Out of Service” sign posted |  |  |  |  |
| Biological materials or process that require biosafety cabinet are being performed inside a functioning biosafety cabinet |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Other Hazards Present in the Laboratory (Lasers, Cryogenics, Radioactive Materials, etc.)** | | | | |
| **Regulation Description** | **Yes** | **No** | **N/A** | **ICR** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Notes and Comments** |
|  |