

Laboratory Safety Inspection Form

Building: _____ Department: _____ Room(s): _____ Contact Person: _____

Inspection Performed by: _____ Organization: _____ Date: _____

		Y	N	N/A	Comments
Chemical Storage & Safety					
1	Chemical containers properly labeled, stored, & closed when not in use.				
2	Chemicals segregated and stored by compatibility.				
3	Peroxide formers dated at purchase and again upon opening.				
4	Peroxide formers disposed of within proper time frames.				
5	Secondary containment used where appropriate.				
6	Vacuum equipment trapped and/or filtered.				
7	Chemical storage areas free of ignition sources.				
8	Refrigerators/Freezers properly labeled.				
9	Refrigerators/Freezers properly rated if flammable liquids are stored within.				
10	Fume hoods and/or biosafety cabinets not used for general storage.				
11	Cryogenic materials stored properly and proper PPE available.				
12	Flammable liquids in containers over 4 L are in approved safety cans.				
13	Corrosive storage cabinet used if more than 10 gal of corrosives present.				
14	Chemicals purchased in amounts that can be used within a reasonable time.				
15	Chemical stocks purged of old, out-dated, and unusable chemicals.				
16	Chemical inventory up to date and copy sent to EH&S.				
Compressed Air and Compressed Gases					
1	Air compressors equipped with pressure gauges and pressure relief valves.				
2	Compressed air piping, hoses and fittings in good condition.				
3	Compressed air 30 psi or less for machine/parts cleaning, 10 psi for clothing.				
4	Compressed air cleaning nozzles with chip/particle deflection device.				
5	Gas cylinders w/30 lb or more water capacity have valve protection capability.				
6	Gas cylinders legibly marked as to their contents.				
7	Gas cylinders stored away from high heat, flames, etc.				
8	Gas cylinders stored in secure area and secured from tipping or falling.				
9	Gas cylinders transported on cylinder carts.				
10	When in use, gas cylinders kept away from elevators, stairs, and ramps.				
11	Valve protectors used when cylinders not in use or when being transported.				

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12	Liquefied gas cylinders (acetylene) always shipped and stored valve-end up.				
13	Proper type of regulator used for type of gas cylinder in use.				
14	Gas cylinders, valves, couplings, regulators kept free of oil and grease.				
15	Gas cylinders lacking obvious defects, leaks, damage, etc.				
16	Gas cylinders hydrotested at appropriate intervals.				
17	Empty gas cylinders labeled "Empty," valves closed, and caps on.				
18	Oxygen and Acetylene in storage are separated by 5' noncombustible barrier.				
Hazardous Waste & Materials Disposal and Recycling					
1	Waste storage areas (bins, totes) designated.				
2	Waste containers properly labeled (chemical components, amounts, etc.).				
3	Waste containers compatible with waste to be stored.				
4	Only compatible chemical wastes stored in the same container.				
5	Waste containers kept closed except when adding waste.				
6	Waste containers stored compatibly.				
7	Fluorescent, HID, Mercury vapor lamps recycled properly.				
8	Used oil collected and recycled properly.				
9	Non-alkaline batteries (lead acid, Ni-cad, silver, etc.) managed for recycling.				
10	Mercury containing devices (thermostats, barometers, etc.) properly recycled.				
11	Electronic devices, (monitors, TVs, circuit boards, etc.) managed properly.				
12	Biohazardous materials & animal carcasses managed & disposed properly.				
Manuals, Training, SOPs, MSDSs, Occ. Health					
1	Appropriate safety manual(s) available (CHP, ECP, Bio Safety Rad Safety, etc.).				
2	Standard Operating Procedures & Material Safety Data Sheets readily available.				
3	Applicable initial/refresher training completed. (LS,HW,BW,BBP, RAD,etc.).				
4	Personnel in occ. health program, if required (blood, etiologic agents, carcin.).				
Safety Equipment and Emergency Preparedness					
1	Eyewash & safety shower within 100 ft. and 10 second travel time.				
2	Eyewash & safety shower unobstructed and inspected as required.				
3	Fume hoods, biosafety cabinets, glove boxes, properly located and certified.				
4	Appropriate spill control kit available and stocked (Chem, Rad, Bio).				
5	Spill & accident reporting procedures understood by lab personnel.				
6	Appropriate first aid kit available and stocked.				
7	Emergency contact information posted by entrance (and by phone if present).				
8	Laboratory under negative pressure in relation to other areas.				

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Y N N/A

Comments

Electrical Safety				
1	Extension cords are not used as permanent wiring.			
2	Extension cords and power strips not daisy-chained one to another.			
3	Electrical cords not under carpets/rugs, through doorways, or high traffic areas.			
4	Multi-outlet power strips are UL listed and have circuit breakers.			
5	Power cords are in good condition with no splices or broken insulation.			
6	Grounding prongs not removed from 3-way plugs.			
7	Outlet, switch and junction box covers are in place and in good repair.			
8	Circuit breaker panels and emergency shut offs unobstructed and labeled.			
9	Electrical outlets not overloaded with appliances, i.e. splitters used.			
10	Ground Fault Interrupters installed, labeled and operating correctly.			
11	Energized parts, circuits, and equipment guarded against accidental contact.			
Prevention and Protection				
1	Fire extinguishers properly mounted, located, and identified.			
2	Fire extinguishers adequate in number and type.			
3	Fire extinguishers inspected, recharged, and maintained as required.			
4	Fire aisles, exitways, stairways, and fire equipment kept unobstructed.			
5	Exit lights properly illuminated and emergency lighting operable.			
6	Fire doors not blocked open or are on magnets connected to fire alarm system.			
7	Flammable liquids stored in approved safety cans.			
8	Flammable liquid containers kept closed when not in use.			
9	Flammable liquids of 10 gallons or more stored in flammable storage cabinet.			
10	Flammable storage cabinets labeled "Flammable - Keep Fire Away."			
11	Connections on drums and combustible liquid piping leak free.			
12	Flammable liquid drums grounded and bonded to containers when dispensing.			
13	Proper storage of flammable/combustible materials to reduce risk of fire.			
14	Oily/greasy rags placed in proper self-closing oily rag containers.			
15	No penetrations through walls or ceilings and all ceiling tiles are in place.			
16	Sprinkler heads clean and no storage within 18 inches.			
17	Sprinkler heads protected by metal guards when exposed to physical damage.			
General & Miscellaneous Safety				
1	Hand washing sink, soap and towels available & used before leaving lab.			
2	Sink faucets with backflow device or attached hoses above sink rim.			
3	Heavy objects stored below 5 ft. unless secured and stepladder provided.			

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4	Stepladder or stepstool available & in good condition for high storage access.				
5	Appropriate signs posted (First aid kit, safety shower, fire extinguisher, etc.).				
6	Proper handling & disposal of broken glass & sharps.				
7	Batteries charged in properly ventilated area away from sparks and flames.				
8	Work practices observed during inspection done safety.				
9	No food or beverages unless adequately separated from hazard areas.				
10	Benchtops impervious to water and resistant to chemicals.				
11	Lab furniture is appropriate for loading and use.				
General Work Environment & Indoor Air Quality					
1	All areas properly illuminated. Glare and reflections avoided.				
2	Noise levels are within acceptable limits or engineering controls established.				
3	Areas with high noise levels posted and hearing protection required to be used.				
4	Work areas clean, sanitary, and orderly. (garbage disposed properly, etc.)				
5	Work area properly ventilated for type of equipment or chemicals in use.				
6	Vacuum systems used when possible instead of blowing or sweeping dusts.				
7	Temperature and humidity seem to be within acceptable ranges.				
8	Areas free of visible fungal/mold growth and associated odors.				
9	Walls ceilings, floors free of signs of mold or moisture damage.				
10	Air intake areas free of odor causing materials or hazardous chemicals.				
Personal Protective Equipment (PPE)					
1	Appropriate eye/face protection is available and used if hazard present.				
2	Appropriate hand protection is available and used if hazard present.				
3	Appropriate hearing and foot protection available and used if hazards present.				
4	Protective clothing - coveralls, aprons, gowns, etc. available & used if needed.				
5	Protective clothing and gloves removed before leaving lab.				
6	Non-disposable protective clothing laundered on site or by commercial service.				
7	Approved respirators available and used if needed.				
8	Respirator users medically certified, properly trained and fit tested.				
9	PPE is properly stored, clean and in good condition.				
Animal Biological Safety Level 2					
1	Personnel are enrolled in the Occupational Health Program.				
2	Human allergies to animals have been addressed.				
3	If animals are taken from the animal care facility & used in the lab, how long?				
4	Project has been approved by the IACUC.				

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5	Floor drain traps filled with disinfectant.				
Biological Safety Level 2					
1	Lab access restricted when working with infectious agents.				
2	Appropriate Biological Safety Level sign posted.				
3	Lab personnel advised of hazards and required immunizations.				
4	Lab personnel receive appropriate immunizations & tests for agents handled.				
5	Baseline serum collected, if appropriate.				
6	Specimen containers leakproof and covered during transport.				
7	Equipment & work surfaces disinfected regularly, after work with agents or spills.				
8	Work has been approved by the IBC.				
9	Access restricted to Select Agents and Select Agents properly secured.				
10	All spaces accessible for cleaning and are easily cleaned. No carpets or rugs.				
11	Insect and rodent control program in place.				
12	Biosafety Cabinet (Class II) or other containment device used when appropriate.				
13	Centrifuge safety caps/cups are utilized.				
14	Mechanical pipetting devices are utilized.				
15	Autoclave efficacies are verified & documented.				
16	Plasticware and safer needle alternatives implemented where feasible.				
Biological Safety Level 2+					
1	BSL 3 Standard practices, special practices, and safety equipment in use.				
2	Laboratory is under negative pressure with respect to other areas.				
3	Exhaust air is discharged to the outside of the building.				
4	Hands-free/automatic handwashing sink provided near exit door.				
5	Vacuum lines protected with liquid disinfectant traps and HEPA filters.				

Instructions:

1. Use this form for general information and to document inspections.
2. Identify deficiencies and annotate the section when corrected.
3. Review the prior month when completing a new form to ensure all deficiencies were corrected.
4. If an item does not apply, mark N/A.
5. If a section does not apply, mark all N/A
6. For Laboratories requiring a radiation safety inspection, use the Laboratory Inspection Form for Radiation Safety.