

LABORATORY INSPECTION CHECK LIST

Department _____ Date _____

Building _____ Room No. _____ Lab Director(s) _____

Inspection Team _____

YES NO N/A

A. Housekeeping

- | | | | |
|--|-------|-------|-------|
| 1. Walking aisles are clear | _____ | _____ | _____ |
| 2. Broken glass disposal containers provided | _____ | _____ | _____ |
| 3. All items stored appropriately | _____ | _____ | _____ |

Comments: _____

B. Chemical Storage

- | | | | |
|---|-------|-------|-------|
| 1. Food and chemicals kept separate | _____ | _____ | _____ |
| 2. Chemicals stored in the open are kept to a minimum | _____ | _____ | _____ |
| 3. Glass containers are limited to one gallon size or smaller | _____ | _____ | _____ |
| 4. Flammable liquids in excess of 10 gal are stored in flammable liquid cabinet | _____ | _____ | _____ |
| 5. Acids and bases separated from flammable chemicals and each other | _____ | _____ | _____ |
| 6. Highly toxic chemicals and carcinogens secured | _____ | _____ | _____ |
| 7. Refrigerators used for storage of flammables are properly rated | _____ | _____ | _____ |
| 8. Highly reactive chemicals disposed of prior to expiration date
or when no longer needed | _____ | _____ | _____ |
| 9. Chemicals stored in the proper environments/compatible containers | _____ | _____ | _____ |
| 10. Condition of containers is good -- no rust, crud, or ooze | _____ | _____ | _____ |
| 11. Labels clearly indicate contents and associated hazard | _____ | _____ | _____ |

Comments: _____

C. Personal Protective Equipment

- | | | | |
|--|-------|-------|-------|
| 1. Safety glasses are worn | _____ | _____ | _____ |
| 2. Additional protective equipment is available | _____ | _____ | _____ |
| 3. If noise interferes with normal speech, ear protectors used | _____ | _____ | _____ |

Comments: _____

YES NO N/A

D. Ventilation

- | | | | |
|---|-------|-------|-------|
| 1. Laboratory hoods or other local ventilation present | _____ | _____ | _____ |
| 2. Sash is in working order | _____ | _____ | _____ |
| 3. Equipment is positioned at least eight inches from hood face | _____ | _____ | _____ |
| 4. Gas and electrical shut-offs are outside the hood | _____ | _____ | _____ |
| 5. Hood interior is clean, uncluttered, and free of storage | _____ | _____ | _____ |
| 6. Hazard warning information posted on the sash | _____ | _____ | _____ |

Comments: _____

E. Waste Management

- | | | | |
|---|-------|-------|-------|
| 1. All waste is contained within tightly closed containers | _____ | _____ | _____ |
| 2. Chemical waste labels are present and marked correctly | _____ | _____ | _____ |
| 3. Waste containers monitored for compatibility of chemicals | _____ | _____ | _____ |
| 4. Hallways, maintenance corridors, etc., are free of waste | _____ | _____ | _____ |
| 5. Amount of flammable liquid waste less than five gallons | _____ | _____ | _____ |
| 6. Corrosive liquids stored in non-metal containers | _____ | _____ | _____ |
| 7. Lab occupants are knowledgeable of waste disposal procedures | _____ | _____ | _____ |

Comments: _____

F. Emergency

- | | | | |
|---|-------|-------|-------|
| 1. "In Case of Emergency" notices current and posted outside door | _____ | _____ | _____ |
| 2. "Let Run Notices" current and posted appropriately | _____ | _____ | _____ |
| 3. All exits are clearly marked and unobstructed | _____ | _____ | _____ |
| 4. "Laboratory Safety Guide" is present | _____ | _____ | _____ |
| 5. Safety shower and eyewash fountain locations clearly marked and Unobstructed | _____ | _____ | _____ |

Comments: _____

G. Compressed Gas

- | | | | |
|--|-------|-------|-------|
| 1. Manual shut-off valves provided at all points of supply and use | _____ | _____ | _____ |
| 2. Permanent piping systems properly identified | _____ | _____ | _____ |
| 3. Gases with health hazard of two kept in vented enclosures | _____ | _____ | _____ |
| 4. Oxygen and flammable gases stored separately | _____ | _____ | _____ |
| 5. All cylinders are secured | _____ | _____ | _____ |
| 6. "In Use" labels present | _____ | _____ | _____ |
| 7. Gas cylinder, not in use, are capped | _____ | _____ | _____ |

Comments: _____

YES NO N/A

H. Mechanical

- | | | | |
|---|-------|-------|-------|
| 1. Machine guarding, emergency stop, and lock-out controls in place | _____ | _____ | _____ |
| 2. Cutting instruments (razor blades, knives, etc.) sheathed | _____ | _____ | _____ |
| 3. Syringes properly secured and disposed | _____ | _____ | _____ |

Comments: _____

I. Electrical

- | | | | |
|---|-------|-------|-------|
| 1. Electrical equipment double insulated or grounded | _____ | _____ | _____ |
| 2. Cords and plugs in good condition (not pinched/broken/covered) | _____ | _____ | _____ |
| 3. Outlets grounded | _____ | _____ | _____ |
| 4. Wiring appropriate for usage | _____ | _____ | _____ |
| 5. Electrical cords and equipment positioned away from water & heat | _____ | _____ | _____ |

Comments: _____

J. Radiation Safety

- | | | | |
|---|-------|-------|-------|
| 1. All users checked by Radiation Safety Officer | _____ | _____ | _____ |
| 2. "Radioactive Material" signs appropriately posted | _____ | _____ | _____ |
| 3. Pipetting performed correctly | _____ | _____ | _____ |
| 4. Protective clothing used (lab coats, gloves, etc.) | _____ | _____ | _____ |
| 5. Appropriate radioactive waste receptacles used (Liquid/Solid) | _____ | _____ | _____ |
| 6. Personnel wearing "Film Badge" | _____ | _____ | _____ |
| 7. Radionuclide inventory current and available to workers for update | _____ | _____ | _____ |

Comments: _____

K. Exit Interview

- | | | | |
|---|-------|-------|-------|
| 1. All staff and students are aware of procedures in case of: | _____ | _____ | _____ |
| a. fire | _____ | _____ | _____ |
| b. chemical spill | _____ | _____ | _____ |
| c. injury | _____ | _____ | _____ |
| d. power outage | _____ | _____ | _____ |
| e. other emergencies | _____ | _____ | _____ |
| 2. All staff and students are aware of locations of MSDS | _____ | _____ | _____ |
| 3. Are special safety procedures/equipment/devices needed in this lab | _____ | _____ | _____ |
| 4. Are explosive materials used in laboratory | _____ | _____ | _____ |
| 5. Are there any utilities in this laboratory that are not working | _____ | _____ | _____ |
| 6. Is there any way the safety personnel can better serve your needs | _____ | _____ | _____ |

** If any answer to 4-8 is yes, please explain in comment section **

Comments: _____
