 

Research Laboratory Safety Self-Inspection:

General Safety Checklists

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| Principal Investigator: | Department: |
| Lab Building: | Inspector Name: |
| Lab Rooms: | Inspection Date: |

**Instructions: Use the checklists below to conduct a general safety self-inspection for the hazards in your laboratory.**

# Work Practices, Hygiene and Other Hazards

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| **Questions** | **Yes** | **No** | **N/A** | **Comments or Deficiencies**  **\* Indicate room where deficiency is identified** |
| Is suitable PPE used when handling hazardous chemicals? Are gloves and other PPE properly removed and hands washed before leaving the lab? |  |  |  |  |
| Are food and drink stored and/or consumed only in designated non-laboratory area, away from hazards? |  |  |  |  |
| Are human food items used for research designated and labeled "for lab use only"? |  |  |  |  |
| Are home-type appliances such as microwaves, refrigerators, freezers, ice machines and others designated and labeled "for lab use only"? |  |  |  |  |
| Are designated computer or office work area away from hazards? |  |  |  |  |
| Are work areas for use and/or storage of highly hazardous materials and procedures designated and labeled? |  |  |  |  |
| Do lab personnel work with a buddy outside of regular office hours? |  |  |  |  |
| Are work involving highly hazardous chemicals, equipment and processes done with a buddy and only during normal office hours? |  |  |  |  |
| Are unattended operations stable and protected from outside disturbances such as water or power outage? |  |  |  |  |
| Are work benches, sinks, other work areas, walkways generally clean and cutter-free? |  |  |  |  |
| Are tripping hazards such as electrical cords, gas lines, etc., properly covered and/or barricaded? |  |  |  |  |
| Is laboratory free of any sign of release/spill of chemicals? Are chemical spills cleaned up immediately and completely? |  |  |  |  |
| Are mechanical pipetting devices available and used in lieu of mouth pipetting? |  |  |  |  |

# Fire, other Emergencies, and Safety Equipment

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| --- | --- | --- | --- | --- |
| **Questions** | **Yes** | **No** | **N/A** | **Comments or Deficiencies**  **\* Indicate room where deficiency is identified** |
| Is Hazard Notification posted by ALL entrance doors with updated hazard and emergency contact information? |  |  |  |  |
| Are emergency procedures for fire, chemical spill and chemical exposure available in the Chemical Hygiene Plan binder and/or posted in visible locations in the lab such as exit doors, safety bulletin boards or near safety equipment? |  |  |  |  |
| Are lab personnel knowledgeable on building emergency procedures including but not limited to evacuation routes, assembly points, areas of refuge, laboratory shutdown and responsibilities in case an emergency evacuation occur? |  |  |  |  |
| Are walkways and egress paths unobstructed? |  |  |  |  |
| For sprinklered labs, are sprinkler heads unobstructed within 18 inches from the ceiling? For unsprinklered labs, is ceiling unobstructed within 24 inches? |  |  |  |  |
| Is portable fire extinguisher available, mounted by exit door, unobstructed, checked monthly and monthly checks documented on the hangtag? |  |  |  |  |
| Are accidents/incidents and near misses reported to EH&S and documented in the Chemical Hygiene Plan? |  |  |  |  |
| Are flammable chemicals and other combustible materials (paper, cardboard) minimized in the laboratory? |  |  |  |  |
| Are personal protective equipment and safety equipment (first aid kit, chemical spill kit, fire extinguisher, emergency shower, emergency eyewash) either readily visible or are their location/storage area conspicuously labeled? |  |  |  |  |
| Are equipment such as refrigerator, freezers, incubators, etc. located in shared room labeled with emergency contact information? |  |  |  |  |
| Is eyewash available within 50 ft or 10 seconds travel, functional, maintained and maintenance checks documented? |  |  |  |  |
| Is safety shower available within 50 ft or 10 seconds travel, functional, maintained and maintenance checks documented? |  |  |  |  |
| Is path to the eyewash and safety shower clear and free of obstruction? |  |  |  |  |
| Is a fully-stocked spill kit available and current? |  |  |  |  |
| Is a fully-stocked first-aid kit available and current? |  |  |  |  |

# Electrical

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| --- | --- | --- | --- | --- |
| **Questions** | **Yes** | **No** | **N/A** | **Comments or Deficiencies**  **\* Indicate room where deficiency is identified** |
| If an electrical panel box is present in the laboratory, is the panel secured and locked and is there a 3-ft clearance around it? |  |  |  |  |
| Are circuit panels, electrical outlets and receptacles covered? |  |  |  |  |
| Are GFCI outlets installed around sinks and other areas where water is used? |  |  |  |  |
| Are large appliances and high amperage equipment plugged into individual wall outlets, not extension cords and power strips? |  |  |  |  |
| Are experimental set-ups and all electrical equipment free of electrocution hazard? |  |  |  |  |
| Are extension cords visible and not run behind ceiling tiles, under carpets, etc.? |  |  |  |  |

# Access and Security

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| --- | --- | --- | --- | --- |
| **Questions** | **Yes** | **No** | **N/A** | **Comments or Deficiencies**  **\* Indicate room where deficiency is identified** |
| Is access to the lab restricted to PI's personnel and authorized users only? |  |  |  |  |

# Facility and Design

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| --- | --- | --- | --- | --- |
| **Questions** | **Yes** | **No** | **N/A** | **Comments or Deficiencies**  **\* Indicate room where deficiency is identified** |
| Is the lab room wall, ceiling, floor, plumbing and electrical utilities, tables, benches, and cabinets in good working condition? |  |  |  |  |

# Occupancy Status

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| --- | --- | --- | --- | --- |
| **Questions** | **Yes** | **No** | **N/A** | **Comments or Deficiencies**  **\* Indicate room where deficiency is identified** |
| Is laboratory officially closed out by EH&S? |  |  |  |  |
| Did the PI of the new laboratory consult with EH&S to complete New Lab Start-up? |  |  |  |  |
| Is the lab actively being used? |  |  |  |  |