

Research Laboratory Safety Self-Inspection: General Safety Checklists

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

Question	Y	N	NA	Comments or Deficiencies <small>* Indicate room where deficiency is identified</small>
⚠ General Safety				
Access and Security				
Is access to the lab restricted to PI's personnel and authorized users only?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Electrical				
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?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are circuit panels, electrical outlets and receptacles covered?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are GFCI outlets installed around sinks and other areas where water is used?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are large appliances and high amperage equipment plugged into individual wall outlets, not extension cords?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are experimental set-ups and all electrical equipment free of electrocution hazard?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are electrical wires from extension cords visible and not run behind ceiling tiles, under carpets, etc.?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Facility and Design				
Is floor drain available to direct flow of water from the safety shower upon activation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Are all equipment in good working condition?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Fire and other Emergencies				
Is Hazard Notification board posted by ALL entrance doors with updated hazard and emergency contact information?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are emergency procedures for fire, chemical spill and chemical exposure available and posted by all exit doors?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is Group Safety Officer for the laboratory and an alternate designated and listed on the Hazard Notification Board?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are lab personnel knowledgeable on building emergency procedure including but not limited to evacuation routes, assembly points, areas of refuge, laboratory shutdown and responsibilities in case an emergency evacuation occur?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are walkways and egress paths unobstructed, and exits clearly marked in and within the vicinity of the laboratory?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
For sprinklered labs, are sprinkler heads unobstructed within 18 inches from the ceiling? For unsprinklered labs, is ceiling unobstructed within 24 inches?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is portable fire extinguisher available, mounted by exit door, unobstructed, checked monthly and monthly checks documented on the hangtag?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are accidents/incidents and near misses reported and documented in the Chemical Hygiene Plan?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is emergency lighting available and comes on to light the egress areas when power goes out?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are flammable chemicals and other combustible materials (paper, cardboard) minimized in the laboratory?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are location of personal protective equipment and safety equipment such as first aid kit, chemical spill kit, fire extinguisher, emergency shower, emergency eyewash conspicuously labeled?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Occupancy Status				
Is laboratory officially closed out by EH&S?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Did the PI of the new laboratory consult with EH&S to complete New Lab Start-up?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Is the lab actively being used?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Work Practices				
Are food and drink stored and/or consumed only in designated non-laboratory area, away from hazards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are home-type appliances such as microwaves, refrigerators, freezers, ice machines and others designated and labeled "for lab use only"?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are human food items used for research designated and labeled "for lab use only"?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Are work benches, sinks, other work areas, walkways free of clutter?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are chemical spills cleaned up promptly and completely?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are personal protective equipment used while in the lab and removed before leaving the lab?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are designated computer or office work area away from hazards?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are work areas for use and/or storage of particularly hazardous materials and procedures designated and labeled?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are unattended operations stable and protected from outside disturbances such as water or power outage?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are mechanical pipetting devices available and used in lieu of mouth pipetting?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Do lab personnel work with a buddy outside of regular office hours?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Are tripping hazards such as electrical cords, gas lines, etc., properly covered and/or barricaded?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	