

Laboratory Safety Checklist

Survey# _____ Survey Date: _____ Surveyor: _____
 Building: _____ Rooms Surveyed: _____

RP: _____ Dept: _____

Lab Contact: _____

#	Yes	No	N/A	Question	Comments
Administrative Plans/Materials					
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the lab staff have access to the current version of the UW Lab Safety Manual?	
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the lab-specific information been added to the lab safety manual?	
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all lab personnel have access to written SOPs that document safety procedures?	
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all lab staff know how and when to report accidents, incidents, or near misses in OARS?	
Signage					
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are emergency contact numbers for lab staff, including after-hours emergency contact numbers, posted within the laboratory?	
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a lab hazard caution sign posted and current?	
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a biosafety door sign posted when agents are in use and removed when not in use?	
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are additional hazard warning signs (laser, magnetic fields, high voltage, etc) posted in lab near the hazard?	
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a laboratory floor plan as described in the lab safety manual posted?	
Hazard Communication					
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the lab's chemical inventory been reviewed and updated within the last year?	
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the lab's contact information current in MYCHEM?	
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can all lab staff readily access an MSDS/SDS via MYCHEM or hardcopy in the lab?	
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all containers clearly labeled with their contents and primary hazard(s)?	
Lab Training					
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a safety training assessment been completed for laboratory staff, students, and volunteers?	
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has EH&S safety training been completed and documented for laboratory staff, students, and volunteers?	
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has lab specific training been completed and documented?	

Personal Protective Equipment

- 17 Has a PPE hazard assessment been completed for all laboratory activities?
- 18 Have all lab personnel completed PPE training?
- 19 If cartridge respirators are being used, have personnel been fit tested?

Emergency Kits

- 20 Does the laboratory have access to a chemical/biological spill kits?
- 21 Do lab staff have access to a fully stocked first-aid kit?

Food/Beverage

- 22 Is food and drink prohibited in laboratory areas?

Emergency Eyewash/Shower

- 23 Are eyewashes and showers accessible within 10 seconds travel (approx. 50 ft)?
- 24 Are eyewashes and showers free of obstructions?
- 25 Are eyewashes routinely flushed?

Ventilation

- 26 Are processes that emit vapors, gasses, or fumes adequately captured by local ventilation (hoods, snorkel)?
- 27 Are fume hoods kept uncluttered and are rear ventilation slots within the hood not blocked or covered?

Hazardous Waste and Disposal

- 28 Are chemical waste containers in good condition and compatible with their contents?
- 29 Are chemical waste containers closed?
- 30 Are incompatible chemical wastes segregated by hazard class ?
- 31 Are all chemical waste containers labeled with a completed UW hazardous waste label?
- 32 Are hazardous chemicals that are treated for disposal via sewer documented in a log?
- 33 Is lab glass placed in sturdy cardboard boxes that are labeled with the room number and Principal Investigator's name?

Chemical Storage/Process

- 34 Are flammable liquids stored outside of flammable liquid storage cabinets limited to 10 gallons in quantity, and are they stored in approved safety containers?
- 35 Are hazardous material quantities within limits allowed by the Fire Code?
- 36 If flammable liquids are stored in a refrigerator, are they in a refrigerator approved for flammable (or explosive) liquids?
- 37 Are all chemical containers in good condition (not corroded or leaking)?
- 38 Are all chemical containers closed?

- 39 Are incompatible chemicals segregated when they are being stored?
- 40 Are hazardous materials storage cabinets properly labeled, and in good condition?
- 41 Are chemicals stored on the floor in DOT approved carboys, metal containers or glass containers provided with secondary containment?
- 42 Are chemical containers being stored away from sinks?
- 43 Are corrosive chemicals stored below eye level?
- 44 Are opened peroxide forming compounds labeled with the date they were opened and an expiration date?

Compressed Gas Cylinders/Cryogen and LPG

- 45 Are highly toxic gas cylinders stored in a gas cabinet, ventilated enclosure, or fume hood?
- 46 Are incompatible compressed gas cylinders segregated?
- 47 Are gas cylinder valve protection caps in place for gas cylinders not in active use?
- 48 Are compressed gas cylinders secured to prevent them from falling or tipping?

Biological Safety

- 49 If the lab works with biohazards involving recombinant DNA, human or non-human primate material, or pathogenic agents, does it have a Biological Use Authorization?
- 50 If conducting BSL1/ABSL1 practices or higher, is a sink available for hand washing?
- 51 Are biohazardous blades, needles, and other sharps promptly disposed of in a sharps container?
- 52 Is biohazardous waste autoclaved in a timely manner?

Pressure Vessel

- 53 If pressure vessels are in use, are they approved for their operating pressure or are they mitigated to prevent injury?

Housekeeping

- 54 Is the lab free of slip and trip hazards?
- 55 Is the lab adequately organized, orderly and clean to provide for sufficient work space for operations without spills, accidents and other preventable incidents?
- 56 Is there minimal glassware stored in the sink or on the bench top?
- 57 Is the lab free of chemicals that are old and no longer needed?
- 58 Was a safety self-audit performed within the last 12 Months?
- 59 Are lab coats regularly laundered by Consolidated Laundry or similar Industrial laundry service?

Electrical Safety

- 60 Are building electrical panels accessible?
- 61 Are extension cords or power strips not daisy-chained to each other?
- 62 Exposed wiring or electrical cords in poor condition are not in use?
- 63 Are ground fault circuit interrupters (GFCIs--either fixed GFCI receptacles/breakers or using adaptors) employed in wet locations?
- 64 Are extension cords used only as temporary wiring and not running under carpets, doors or through walls and ceilings?
- 65 Is equipment with motors, heaters, and other high amperage needs plugged directly into a wall receptacle?

Radiation Safety

- 66 Are radioactive stock solutions secured in a locked cabinet when not in use?
- 67 Are all Class 3B and-or Class 4 lasers inventoried with EHS Radiation Safety?
- 68 If the answer to 67 is Yes, are laser warning signs posted (Notice, Danger)?

Fire Safety/Prevention

- 69 Are there 18 inches of clearance between stored items and fire sprinklers?
- 70 Do suspended ceilings have all of their ceiling tiles in place?
- 71 Are laboratory doors kept closed when unoccupied?
- 72 Are fire extinguishers available, easily accessible, and free of obstructions?

Exit Access/Corridors

- 73 Are aisles and exits within the laboratory space free of clutter and obstructions?
- 74 Are corridors and exits free of obstruction and hazardous materials/processed in accordance with UW Corridor Policy?

Seismic Safety

- 75 Are chemical containers stored safely on shelves with lips or in a closed cabinet to prevent them from falling in an earthquake?

Machinery

- 76 Are all hazardous pieces of machinery mounted or secured to prevent movement or tipping?
- 77 Are all points of operation, rotating components, and other moving parts of machinery properly guarded to prevent injury?
- 78 Is laboratory equipment with potential hazards routinely inspected, and maintained or serviced as recommended?

RP's Comments: