

Laboratory Safety Inspection Form

Building _____ Room _____ Supervisor(s) _____

Date _____

Inspection Performed by: _____

		Y	N	NA	COMMENTS
A.	General/Housekeeping/Signs				
1.	General orderliness good				
2.	Aisles and passageways kept clear				
3.	Work areas illuminated				
4.	Large or heavy items stored on lower shelves				
5.	Storage of combustibles minimized (i.e., paper and plastic goods, boxes)				
6.	Storage at least 18 inches below sprinkler head				
7.	When no sprinkler heads exist, storage at least 24 inches below ceiling				
8.	Exits are accessible (not blocked, obstructed or locked) and identified (illuminated)				
9.	Fire doors are not blocked or wedged open				
10.	Emergency evacuation routes posted in hallway				
11.	Lab has current "In Case of Emergency" sign posted in area (i.e., near phone, exit or pullstation)				
12.	Laboratory Safety Manual available				
13.	MSDS's in laboratory				
14.	Emergency contacts on door and up-to-date				
15.	Hazardous signs on door up-to-date				
16.	Emergency contacts on refrigerator/freezers, etc. when stored outside the laboratory or in shared use areas				
17.	Chipped or scratched glassware is not being used.				
B.	Emergency and Fire Equipment				
1.	Fire equipment is accessible (not blocked or obstructed) [i.e., extinguishers, fire blankets, pull stations]				
2.	Fire extinguishers have current inspection tags (monthly inspection within 30 days and up-to-date annual)				
3.	Fire extinguisher wall mounted in readily accessible location (i.e., near doorway) and tamper indicator in place				
4.	Fire extinguisher fully charged (check pressure gauge, if applicable)				
5.	Safety showers and eye washes present, operable and access within 10 seconds when corrosives, injurious chemicals, or Biosafety Level II or greater substances are used				
6.	Safety showers and eye washes unobstructed and not cluttered				
7.	Spill control equipment available/adequate				
8.	First Aid kits available and stocked				

		Y	N	NA	COMMENTS
C.	Employee Hygiene				
1.	Eating or drinking in the laboratory is prohibited				
2.	Food or beverages, for human consumption, stored in the lab or the refrigerator/freezer is prohibited				
3.	Ice making machines and microwaves posted "Not for human consumption"				
4.	Eye and face protection available/used where needed				
5.	Laboratory coat worn				
6.	Open toed shoes and shorts are prohibited				
D.	Chemical Storage				
1.	Chemicals labeled clearly with chemical names (Re-label bottles with label damage)				
2.	Shelving securely anchored to the wall and adequate for load				
3.	Chemical containers are kept closed (except during transfers)				
4.	Containers are compatible with the chemical (i.e., HF will etch glass, acids corrode metals, some organics will soften plastics)				
5.	Chemicals segregated to avoid incompatibilities (i.e., acids w/bases, flammables w/oxidizers) [Do not store liquid and solid corrosives together]				
6.	Corrosives prohibited from being stored above eye level				
7.	Corrosives stored on plastic trays or in acid cabinets				
8.	Peroxide formers, shock sensitive, chloroforms and any reactive chemicals dated when received and opened (i.e., ethers) Once opened, disposed after 6 months				
9.	Containers are in good condition (no evidence of damage/corrosion)				
10.	Refrigeration units for chemical storage labeled "No Food"				
11.	Secondary containers used during transport of more than 1 pint of chemicals (i.e., bottle carriers)				
12.	Chemical storage quantities are minimized				
13.	Large/heavy containers are stored on lower shelves				
14.	Water pipes under sinks and benches are not corroded				
E.	Flammables				
1.	Storage of flammable liquids is kept to a minimum and remote from exits (<10 gallons outside of a flammable liquid storage cabinet)				
2.	Flammable liquids are used in fume hoods or well ventilated area				
3.	Refrigerator/freezers approved and labeled for flammable storage (if applicable) [Flammables prohibited in domestic refrigerator/freezers]				
4.	Flammables are separated from strong oxidizers and acids				
5.	Flammable liquids are stored away from hot plates, flames or other sources of ignition (take note of plastic squeeze bottles)				
F.	Compressed Gas Cylinders				
1.	Cylinders are upright and secured (i.e., racks, straps, chains, stands)				

		Y	N	NA	COMMENTS
2.	Protective valve caps in place (when regulators are not attached)				
3.	Contents of cylinders are clearly labeled				
4.	Toxic, flammable, corrosive gases used in fume hood (i.e, The delivery point of gas must be in hood)				
5.	Regulators are compatible with gas cylinder				
6.	Cylinder carts are used for transport				
7.	Flexible tubing/hoses are in good condition				
G. Radioactive Laboratories					
1.	PaDEP "Notice to Employees" posted in a conspicuous area and is up-to-date				
2.	Radioactive material labels on doors, refrigerators/freezers, equipment, hood, etc.				
3.	Radioactive materials are secured (either door locked, materials locked up, or personnel present)				
4.	All radioactive waste properly stored and labeled with tag indicating isotope and activity				
5.	Adequate shielding available for waste, storage and work area				
6.	Radioactive materials are in labeled containers				
7.	Work areas and radioactive sink demarcated with radioactive labeled tape				
8.	Work areas covered with absorbent paper				
9.	Individuals wearing dosimeter badges, where required				
10.	Incidental sink disposal log present (if applicable)				
11.	Survey meter available, if applicable, with up-to-date calibration				
H. Biosafety Level 1 & 2					
1.	Access to the laboratory is limited or restricted (BSL II) when work is conducted				
2.	Work surfaces are decontaminated after completion of work and following any spill of potentially infectious material				
3.	All contaminated liquid and solid wastes are decontaminated prior to disposal, or disposed of in appropriate biohazard waste receptacles. Proper receptacles are available.				
4.	Personnel wash their hands after they handle potentially infectious materials and animals, after removing gloves, and before leaving the laboratory or animal facility. A sink is available.				
5.	Personal protective equipment (PPE) is worn as appropriate when working with microorganisms, animals, and chemicals				
6.	The universal biohazard symbol is posted on the access door when using or storing biohazardous agents				
7.	A biohazard symbol is posted on appropriate equipment and containers (e.g., refrigerators/freezers, centrifuges, incubators, stock culture containers)				
8.	Contaminated equipment must be routinely decontaminated and also after any spill, before repair or maintenance, or before packaged for transport				
9.	A biological safety cabinet is available for procedures that may create aerosols or splashes				

		Y	N	NA	COMMENTS
10.	All specimens/cultures are secured from general access by non-laboratory personnel (BSL II)				
11.	The insect and rodent control program is effective				
12.	The laboratory furniture and surfaces are non-porous and easy to clean and decontaminate				
I.	Hazardous Waste				
1.	Containers kept sealed except during transfer				
2.	Constituents of the chemical waste is described (contents and approximate percentage composition)				
3.	Tags are attached to the waste (“Hazardous waste” indicated on tag or on waste bottle)				
4.	The date field on the chemical/hazardous waste tag has been left blank until the container is full				
5.	Waste is stored in secondary containment (tubs)				
6.	Waste is stored in a designated area in the laboratory (sign posted)				
7.	Chemically incompatible waste is segregated (tubs will also segregate)				
8.	Full hazardous waste containers are not sitting around in the laboratory >3 days				
9.	Containers are compatible with chemical constituents of waste and in good condition				
10.	Biohazard waste and broken glass containers stored without any overflow (sharps containers fill to 2/3 capacity)				
11.	Contaminated sharps are stored in red biohazard puncture proof containers (e.g., needles, syringes, rigid plastic, pipettes, slides)				
12.	Non-contaminated sharps are stored in glassware boxes or sturdy plastic bag lined boxes (rigid plastic, pipettes, slides) [However, still place all non-contaminated needles and blades in red sharps container.]				
13.	Biohazard waste containers are kept closed				
J.	Fume Hoods/Biological Safety Cabinets				
1.	Chemical fume hood has been surveyed (within 1 year)				
2.	Biological safety cabinet’s certification is up-to-date (within 1 year)				
3.	Fume hood vents (baffles) at the back of hood unobstructed				
4.	Chemical storage and equipment strictly limited in actively used hoods				
5.	If chemicals or hazardous substances are stored in the hood, the hood is on, with the sash lowered (when hood is not in active use, hood sashes should be lowered)				
6.	Fume hoods used with sash in appropriate position (at or below sticker indication of 100 fpm)				
7.	Equipment stored in fume hood is raised above work surface to allow proper air flow				
8.	Sash and interior lighting are working properly				
9.	Items in the biological safety cabinet are not placed on the front grill				

		Y	N	NA	COMMENTS
K.	Electrical				
1.	Electrical cords and plugs in good condition (no cracks or fraying)				
2.	Cover plates on electrical outlets and switches in place				
3.	Circuit breaker panels are accessible (not blocked or obstructed within 30")				
4.	Multiple outlet strips equipped with overload protection				
5.	Extension cords are prohibited				
6.	Is equipment properly grounded (i.e., 3-prong type)				
7.	Ground fault circuit interrupters (GFCI) installed where required (i.e., wet areas/near sinks/exterior use)				
8.	Guards/covers used for electrophoresis devices are in place (when operating at 50 volts or more)				
L.	Awareness: Do laboratory workers know...				
1.	What to do in the event of an emergency, such as fire, injury, including locations of evacuation routes, pull-stations, secondary exits.				
2.	How to clean up small chemical spills and location of spill equipment				
3.	The location/contents of the Laboratory Safety Manual (http://www.usip.edu/safety/lmanual/index.htm)				
4.	What an MSDS is and where to find them and other chemical safety information				
5.	What type of personal protective equipment is required and how to use it				
6.	What chemical waste is being generated				
7.	Where and how to store hazardous waste in the laboratory and how to dispose of it				
8.	What are the hazardous materials used and what precautions to take				
9.	The locations of and how to use emergency equipment, such as safety showers and eyewash stations				
M.	List of chemicals				
N.	Additional Comments or Recommendations:				