

KEY ELEMENTS OF LAB SELF-INSPECTIONS



All research and teaching labs using hazardous materials at the University of Washington are expected to conduct at least one [self-inspection](#) annually. It is recommended that self-inspections are done at least several months after the most recent [Lab Safety team inspection](#). Use this document to ensure that all key elements are covered when you conduct a self-assessment of your laboratory or research space. Particular elements may not be applicable to your space. Be sure to include in your self-inspection any additional elements that cover situations unique to your space.

- ✓ **Administrative plans/materials** - Are all relevant [safety manuals](#), hazards assessments, and [SOPs](#) up to date and accessible? Are lab-specific policy and training documents current?
- ✓ **Hazard communication and signage** - Are all pieces of required hazard [signage](#) and emergency contact information current and posted? Are all hazards inside the work space labeled appropriately?
- ✓ **Training** - Are all required [trainings](#) completed and documented for all personnel?
- ✓ **Personal protective equipment** - Do you have [appropriate PPE](#) for work currently being performed in your space? Is there enough PPE to cover all personnel who may be working at the same time?
- ✓ **Food/drink prohibited** - No storage or consumption of any food and drink should be allowed in laboratory spaces.
- ✓ **Emergency kits** - Are there first aid and appropriate [spill kits](#) accessible in every laboratory space? Are they all fully stocked? Are their locations easily identified?
- ✓ **Emergency equipment** - Have all pieces of emergency equipment been inspected by facilities within the last year? Are they all easily accessible? Do you check your [eyewashes](#) on a weekly basis?
- ✓ **Ventilation equipment** - Is your ventilation equipment functioning properly? Are [fume hoods](#) kept clear and clean? Are chemical fumes and odors adequately captured and controlled?
- ✓ **Chemical management** - Are all chemicals [labeled](#) with their full names and hazards? Are all chemicals in closed containers? Are all chemicals, including [compressed gas tanks](#), stored appropriately and segregated from incompatible items? Are chemical storage units in good condition?

- ✓ **Hazardous waste management** – Is your waste [labeled](#) and stored appropriately? Is it [collected](#) on a regular basis? Are all containers kept closed?
- ✓ **Lab equipment / machinery** – Are all pieces of equipment in good condition? Are they all adequately secured? Are all guards in place?
- ✓ **Housekeeping** – Are laboratory spaces, including benchtops, adequately [organized and clean](#)? Are all items being stored appropriately?
- ✓ **Electrical safety** – Are all pieces of equipment plugged into appropriate receptacles? Are [extension cords](#) only being used temporarily? Is high-voltage equipment clearly identified and managed? Is access to your electrical panels clear?
- ✓ **Fire safety** – Are aisles and exits clear? Is your emergency equipment accessible? Is your [MyChem](#) inventory accurate?
- ✓ **Biological safety** - Are you meeting all requirements for appropriately handling [biohazardous](#) materials in your laboratory spaces?
- ✓ **Radiation safety** - Are you meeting all requirements for appropriately handling [radioactive materials](#) in your laboratory spaces?

Self-inspection records should be dated and include all findings. Records can be kept in electronic or paper format. The [Laboratory Safety Dashboard](#) includes a lab self-inspection tool that saves records for you.

For additional guidance on self-inspections and how to assess all these key elements, refer to resources listed on the [Lab Self-Inspections webpage](#), including the [Lab Safety Checklist](#) and [Laboratory Safety Manual](#).

Contact labcheck@uw.edu / 206.685.3993 for more information