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**