

LABORATORY SAFETY CHECKLIST

Insp.# _____ Insp. Date: _____ Inspector: _____
 Building: *Building of survey* Rooms Inspected: *list of rooms included in inspection*

RP: *Name of Responsible Party* Dept: *Dept. inspected*

CHO: *Name of the chemical hygiene officer*

Lab Contact: *(additional contact personnel)*

List of Possible Hazards: BSL-1; BSL-2 (or +) activities; Chemicals (excluding cleaning solvents) used in the BSC; Field work using hazardous chemicals; Open flames; Overnight reactions; Ship hazardous materials or dangerous goods; Use of aggressive glassware cleaning baths--acid or base; Use of aqua regia or piranha solution; Use of hot oil bath; Use of needles, syringes or blades; Use of oven at 450C or above; Use of Schlenk lines; Use of solvent stills; Lead bricks, weights, ballasts; Laser cutter; Shop hazards

List of Shared Spaces: Biological safety cabinet, Chemical fume hood, Chemical waste combined/common waste storage area, Chemicals and/or chemical storage, Instrument or lab equipment, Lab benches, None of the above; the room/resources are divided up so each lab uses a specific part of the space, Refrigerator/Freezer, Safety equipment or supplies, TC room

#	Yes	No	N/A	Question	Inspection Comments	Date Corrected
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 Laboratory Safety Manual?		
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the lab-specific information been added to the Laboratory 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?		
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was a safety self-inspection performed and documented within the last 12 Months?		
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are assessments of hazards conducted and documented for new work and chemical usage?		
Signage						
7	<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?		
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a lab hazard caution sign posted and current?		
9	<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?		
10	<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?		
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a laboratory floor plan as described in the Laboratory Safety Manual posted?		
Hazard Communication						
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the lab's chemical inventory been reviewed and updated within the last year?		
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the lab's contact information current in MYCHEM?		
14	<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?		
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all containers clearly labeled with their contents and primary hazard(s)?		
Lab Training						
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a safety training assessment been completed for laboratory PI, staff, students and volunteers?		
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has EHS safety training been completed and documented for laboratory PI, staff, students and volunteers?		
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has lab specific training been completed and documented?		
Personal Protective Equipment						
19	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a PPE hazard assessment been completed for all laboratory activities?		

20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all lab personnel completed PPE training?			
21	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If cartridge respirators are being used, have personnel been fit tested?			
22	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are supplies of minimum PPE required for routine work available to all lab members?			
Emergency Kits							
23	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Does the laboratory have access to chemical/biological spill kits?			
24	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do lab staff have access to a fully stocked first-aid kit?			
Food/Beverage							
25	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is food and drink prohibited in laboratory areas?			
Emergency Eyewash/Shower							
26	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are eyewashes and showers accessible within 10 seconds travel (approx. 50 ft.)?			
27	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are eyewashes and showers free of obstructions?			
28	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are eyewashes flushed on a weekly basis and is the flushing documented?			
Ventilation							
29	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are processes that emit vapors, gasses, or fumes adequately captured by local ventilation (hoods, snorkel)?			
30	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fume hoods kept uncluttered and are rear ventilation slots within the hood not blocked or covered?			
Hazardous Waste and Disposal							
31	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are chemical waste containers in good condition and compatible with their contents?			
32	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are chemical waste containers closed?			
33	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are incompatible chemical wastes segregated by hazard class ?			
34	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all chemical waste containers labeled with a completed UW hazardous waste label?			
35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is lab glass placed in sturdy cardboard boxes that are labeled with the room number and Principal Investigator's name?			
Chemical Storage/Process							
36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are flammable liquids and solids stored appropriately?			
37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are hazardous material quantities within limits allowed by the Fire Code?			
38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If flammable chemicals are stored in a refrigerator, are they in a refrigerator approved for flammable (or explosive) liquids?			
39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all containers intended for chemical use in good condition (not corroded or leaking)?			
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all chemical containers closed?			
41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are incompatible chemicals segregated when they are being stored?			
42	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are hazardous materials storage cabinets appropriate for their contents, properly labeled and in good condition?			
43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are chemicals stored on the floor in DOT approved carboys, metal containers, or glass containers provided with secondary containment?			
44	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are chemical containers being stored away from sinks?			
45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are corrosive chemicals stored below eye level?			
46	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are opened peroxide forming compounds labeled with the date they were opened and an expiration date?			
47	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the lab free of chemicals that are old and no longer needed?			
Compressed Gas Cylinders/Cryogen and LPG							
48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are highly toxic gas cylinders stored in a gas cabinet, ventilated enclosure, or fume hood?			
49	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are incompatible compressed gas cylinders in storage segregated?			
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are gas cylinder valve protection caps in place for gas cylinders not in active use?			

51	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are compressed gas cylinders secured to prevent them from falling or tipping?			
Biological Safety							
52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	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?			
53	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If conducting BSL1/ABSL1 practices or higher, is a sink available for hand washing?			
54	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are biohazardous blades, needles, and other sharps promptly disposed of in a sharps container?			
55	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is biohazardous waste packaged for regulated waste or autoclaved in a timely manner?			
Pressure Vessel							
56	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If pressure vessels are in use, are they approved for their operating pressure and mitigated to prevent injury?			
Housekeeping							
57	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the lab free of slip and trip hazards?			
58	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the lab adequately organized, orderly and clean to provide sufficient work space for operations without spills, accidents and other preventable incidents?			
59	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there minimal glassware stored in the sink or on the bench top?			
60	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are lab coats regularly laundered by MediCleanse or similar Industrial laundry service?			
Electrical Safety							
61	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are building electrical panels accessible?			
62	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are extension cords or power strips not daisy-chained to each other?			
63	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exposed wiring or electrical cords in poor condition are not in use?			
64	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are ground fault circuit interrupters (GFCIs--either fixed GFCI receptacles/breakers or using adaptors) employed in wet locations?			
65	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are extension cords used only as temporary wiring and not running under carpets, doors or through walls and ceilings?			
66	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is equipment with motors, heaters, and other high amperage needs plugged directly into a wall receptacle?			
Radiation Safety							
67	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the lab works with radiological materials, does it have a Radiation Use Authorization?			
68	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all Class 3B and-or Class 4 lasers inventoried with EHS Radiation Safety?			
Fire Safety/Prevention							
69	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there 18 inches of clearance between stored items and fire sprinklers?			
70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do suspended ceilings have all of their ceiling tiles in place?			
71	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are laboratory doors kept closed when unoccupied?			
72	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fire extinguishers available, easily accessible, and free of obstructions?			
Exit Access/Corridors							
73	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are aisles and exits within the laboratory space free of clutter and obstructions?			
74	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are corridors and exits free of obstruction and hazardous materials/processed in accordance with UW Corridor Policy?			
Seismic Safety							
75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are chemical containers stored safely on shelves with lips or in a closed cabinet to prevent them from falling in an earthquake?			
Machinery							
76	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all hazardous pieces of machinery mounted or secured to prevent movement or tipping?			
77	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all points of operation, rotating components, and other moving parts of machinery properly guarded to prevent injury?			
78	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is laboratory equipment with potential hazards routinely inspected and maintained or serviced as recommended?			