

# LABORATORY SAFETY CHECKLIST

Survey# \_\_\_\_\_ Survey Date: \_\_\_\_\_ Surveyor: \_\_\_\_\_  
 Building: *Building of survey* Rooms Surveyed: *list of rooms included in survey*

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

CHO: *Name of the chemical hygiene officer*

Lab Contact: *(additional contact personnel)*

List of Possible Hazards: 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 or syringes, Use of oven at 450C or above, Use of Schlenk lines, Use of solvent stills

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	Survey Comments	Date Corrected
<b>Administrative Plans/Materials</b>						
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-audit performed within the last 12 Months?		
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are assessments of hazards conducted for new work and chemical usage?		
<b>Signage</b>						
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?		
<b>Hazard Communication</b>						
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)?		
<b>Lab Training</b>						
16	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a safety training assessment been completed for laboratory personnel?		
17	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has EHS safety training been completed and documented for all lab staff?		
18	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has lab specific training been completed and documented?		
<b>Personal Protective Equipment</b>						
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    If cartridge respirators are being used, have personnel been fit tested?
- 22    Are supplies of minimum PPE required for routine work available to all lab members?

**Emergency Kits**

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

**Food/Beverage**

- 25    Is food and drink prohibited in laboratory areas?

**Emergency Eyewash/Shower**

- 26    Are eyewashes and showers accessible within 10 seconds travel (approx. 50 ft.)?
- 27    Are eyewashes and showers free of obstructions?
- 28    Are eyewashes routinely flushed?

**Ventilation**

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

**Hazardous Waste and Disposal**

- 31    Are chemical waste containers in good condition and compatible with their contents?
- 32    Are chemical waste containers closed?
- 33    Are incompatible chemical wastes segregated by hazard class ?
- 34    Are all chemical waste containers labeled with a completed UW hazardous waste label?
- 35    Is lab glass placed in sturdy cardboard boxes that are labeled with the room number and Principal Investigator's name?

**Chemical Storage/Process**

- 36    Are flammable liquids stored outside of flammable liquid storage cabinets limited to 10 gallons in quantity, and are they stored in approved safety containers?
- 37    Are hazardous material quantities within limits allowed by the Fire Code?
- 38    If flammable liquids are stored in a refrigerator, are they in a refrigerator approved for flammable (or explosive) liquids?
- 39    Are all containers intended for chemical use in good condition (not corroded or leaking)?
- 40    Are all chemical containers closed?
- 41    Are incompatible chemicals segregated when they are being stored?
- 42    Are hazardous materials storage cabinets properly labeled, and in good condition?
- 43    Are chemicals stored on the floor in DOT approved carboys, metal containers, or glass containers provided with secondary containment?
- 44    Are chemical containers being stored away from sinks?
- 45    Are corrosive chemicals stored below eye level?
- 46    Are opened peroxide forming compounds labeled with the date they were opened and an expiration date?
- 47    Is the lab free of chemicals that are old and no longer needed?

**Compressed Gas Cylinders/Cryogen and LPG**

- 48    Are highly toxic gas cylinders stored in a gas cabinet, ventilated enclosure, or fume hood?
- 49    Are incompatible compressed gas cylinders in storage segregated?
- 50    Are gas cylinder valve protection caps in place for gas cylinders not in active use?
- 51    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 autoclaved in a timely manner?		
<b>Pressure Vessel</b>						
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?		
<b>Housekeeping</b>						
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 Consolidated Laundry or similar Industrial laundry service?		
<b>Electrical Safety</b>						
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?		
<b>Radiation Safety</b>						
67	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are radioactive stock solutions secured in a locked cabinet when not in use?		
68	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all Class 3B and-or Class 4 lasers inventoried with EHS Radiation Safety?		
69	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the answer to 67 is Yes, are laser warning signs posted (Notice, Danger)?		
<b>Fire Safety/Prevention</b>						
70	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are there 18 inches of clearance between stored items and fire sprinklers?		
71	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do suspended ceilings have all of their ceiling tiles in place?		
72	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are laboratory doors kept closed when unoccupied?		
73	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fire extinguishers available, easily accessible, and free of obstructions?		
<b>Exit Access/Corridors</b>						
74	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are aisles and exits within the laboratory space free of clutter and obstructions?		
75	<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?		
<b>Seismic Safety</b>						
76	<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?		
<b>Machinery</b>						
77	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all hazardous pieces of machinery mounted or secured to prevent movement or tipping?		
78	<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?		
79	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is laboratory equipment with potential hazards routinely inspected and maintained or serviced as recommended?		