

LABORATORY SAFETY INSPECTION CHECKLIST

Review Information

Principal Investigator/Laboratory Lead:	Date:
Department Building:	Date:

Guidelines

The purpose of this checklist is to provide the Principal Investigator or Laboratory Lead a tool to help perform a self-audit of their laboratory. Environmental Safety and Health personnel when performing laboratory inspections will also use this checklist.

General

	Yes	No	N/A
Is a telephone available at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency contact numbers current and posted on the laboratory door?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a first aid kit available and properly stocked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warning signs are posted on doors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Safety Data Sheets (MSDS) are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All personnel know how to obtain MSDSs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All personnel have received Laboratory Specific Training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lab coats are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical protective gloves are available and used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety glasses/goggles are available and used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An eyewash fountain is present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
An emergency shower is present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Food and beverage are not stored or used in lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work surfaces are uncluttered and unused equipment stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the laboratory generally clean and uncluttered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aisles are uncluttered and without tripping hazards (cords, etc).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical spill kits are available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-contaminated sharp objects in labeled, puncture-proof containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fume hoods inspected annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All exit ways are free and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers are available and unobstructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire extinguishers have inspection tag and are sealed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:



Eating/Drinking

	Yes	No	N/A
Do users eat or drink in the laboratory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are foods/drinks stored in refrigerators in the laboratory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are foods/drinks prepared in the laboratory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do users chew gum, use smokeless tobacco, or apply cosmetics in the laboratory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Egress and Access Pathways

	Yes	No	N/A
Are the exit pathways and doors clear and unobstructed? (36 inch width)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ways to exit access within the laboratory clear and unobstructed? (36 inch width)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are emergency exit procedures posted near the laboratory exits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Emergency Shower and Eye Wash

	Yes	No	N/A
Is an emergency shower available within 10 seconds travel time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the path to the emergency shower and the area around the shower clear and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
the travel time to the emergency shower (inside or outside of the laboratory) ten seconds or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an emergency eyewash available within 10 seconds travel time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the path to the emergency eyewash and the area around the eyewash clear and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the laboratory users routinely flush/test the emergency shower (at least monthly)? Documentation should be on tags or in a log.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the laboratory users routinely flush/test the emergency eye wash (at least weekly)? Documentation should be on tags or in a log.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Biosafety Cabinets

	Yes	No	N/A
Is a biosafety cabinet present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the cabinet been inspected and certified within the last year? (check the sticker on the front near the sash)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			



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Chemical Fume Hoods

	Yes	No	N/A
Is the equipment inside the fume hood elevated or positioned such that it is not blocking the baffles or air flow?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the fume hood not being used for chemical storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate working space in front of and around the fume hood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the sash operational?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the minimum sash height marked and/or has a sash stop?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the fume hood been checked within the last year for flow and containment? (Check the date on the sticker where the maximum sash height is marked.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Fire Extinguishers

	Yes	No	N/A
Are fire extinguishers available within the laboratory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the fire extinguisher located near the exit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is access to the fire extinguisher clear and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the fire extinguisher type and size appropriate for the laboratory? (Please contact Environmental Health and Safety if in doubt.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the laboratory users have training in using the fire extinguishers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the fire extinguishers appropriately located?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

List the fire extinguisher type and size:

Comments:

Electrical Safety

	Yes	No	N/A
Are the equipment cords in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cords not being used on a permanent basis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the proper extension cords/power strips being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the electrical outlets/power strips not overloaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is electrical equipment not close to sources of chemical vapors or gases?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there any evidence of "homemade" wiring?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the GFCI outlets located within six feet of water use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:



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Chemical Safety, Storage and Handling

	Yes	No	N/A
Are chemicals stored in acceptable amounts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chemicals that are not in use stored in approved cabinets that are self-closing and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All chemical containers are properly labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are liquid chemicals stored above eye level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals are stored according to compatibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there retaining lips on the shelves used for storing chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable gases are not present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable storage area(s) is labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammables are kept away from sources of heat, ignition, flames, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids stored in approved cabinets/containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there any indications that grounding/bonding is necessary for the transfer of flammable liquids?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, is grounding/bonding being used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammable liquids stored in a refrigerator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, is it an appropriate refrigerator?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable/Combustible liquids do not exceed NFPA storage limits.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammable/Combustible liquid total volume is not greater than 10 gal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrosive chemical storage area(s) is labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrosive materials are stored low to the ground.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are acids and bases being stored properly (separated and/or in secondary containment)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are reactive/oxidizers segregated from other chemicals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carcinogen storage area(s) is labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals in the open are kept to a minimum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poisonous gases are not present.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			



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Are the following peroxide forming chemicals stored or used in the laboratory?

	Yes	No	N/A
Cyclohexene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cyclooctene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Decahydronaphthalene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
p-Dioxane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ethyl ether	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Isopropyl ether	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tetrahydrofuran	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tetrahydronaphthalene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If there is any of the peroxide forming chemicals stored or used in the laboratory, are they tested monthly for peroxide concentration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are containers dated when purchased/received?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peroxide forming reagents are dated when opened.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Peroxide forming reagents are disposed of or tested after expiration date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any crystals present in or on the storage containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is perchloric acid stored or used in the laboratory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, is it used in an appropriate fume hood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the fume hood wash down work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are non-perchloric activities being conducted in the fume hood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Compressed Gases

	Yes	No	N/A
Are compressed gas cylinders stored upright and properly secured?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are compressed gas cylinders capped when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are highly toxic gases stored in approved cabinets or within fume hoods (if the cylinder is small enough)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the tubing from the cylinder appear to be adequate and of the proper material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have the connections been leak tested?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the contents of the cylinders clearly labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are oxygen cylinders stored separately from other cylinders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the cylinders located near exit doors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:



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Cryogenic Liquids

	Yes	No	N/A
Is appropriate personal protective equipment used during the transfer of material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the space where the material stored appropriately ventilated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the appropriate containers being used for storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is appropriate personal protective equipment used during the transfer of material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the space where the material is stored appropriately ventilated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Hazardous Waste

	Yes	No	N/A
Are waste containers clearly labeled with Chemical Name and accumulation start date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are waste container lids properly closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there less than 30 gallons of waste stored?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous wastes are not stored beyond 180 days.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the basic hazardous waste management guidelines posed in the laboratory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Pressure/Vacuum Operations

	Yes	No	N/A
Are the pressure vessels marked with DOT or ASME markings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the inlets and outlets on the vacuum pump clearly marked?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the vacuum equipment protected by tape or shielding?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the vacuum pump exhausted to a fume hood or other exhaust?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a cold trap on the vacuum pump?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a belt guard on the vacuum pump?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the tubing in good condition and connected properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is an autoclave present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, has it been inspected recently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			



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Spill Response

	Yes	No	N/A
Are response/cleanup materials available for small spills?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are spill response guidelines or instructions posted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Labeling

	Yes	No	N/A
Are all containers labeled to identify the contents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all containers dated when they are purchased/received?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Material Safety Data Sheets (MSDS)

	Yes	No	N/A
Are MSDSs available for the chemicals used in the laboratory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the MSDSs current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the MSDSs located in a centralized location in the laboratory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

Laboratory Safety Plan

	Yes	No	N/A
Is a copy of the INL Laboratory Safety Plan available to laboratory users?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, do laboratory users know how to access it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the laboratory have their own Laboratory Safety Plan for their individual lab?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, do laboratory users know how to access it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

