



SAFETY INSPECTION CHECKLIST

Laboratories

Department: _____ Location of Inspection: _____ Report Prepared By: _____ Ext: _____ Report Date: _____

CHECK ALL ITEMS THAT APPLY IN EACH COLUMN BELOW

HAZARDOUS MATERIALS	YES	NO	EMERGENCY PREPAREDNESS	YES	NO
1. MSDS are on file in department and readily accessible.			28. Shelves have lips or seismic restraints.		
2. Containers of stock solution are properly identified (e.g. buffers labeled & marked w/ words "buffer").			29. Emergency Action and Fire Prevention plans are available.		
3. Original product names (or full chemical names) and hazards (health/physical) are clearly identified on labels – including product in fume hoods and bio-safety cabinets.			30. Cabinet and bookshelves are secured to walls to resist forces from at least two separate directions.		
4. Containers of non-hazardous substances (e.g. H ₂ O) are labeled explicitly to avoid confusion.			31. Overhead storage is minimized and restrained from falling.		
5. Synthesized unnamed chemicals are labeled by their reactants & possible products (or by a useful generic description) & w/ probable hazards (health/physical).			32. Computers, typewriters, phones, boxes, calculators and other heavy items are secured to desks/bench tops.		
6. Containers (vats/storage tanks) are labeled w/ contents.			33. Chemical spill kit materials are provided.		
7. Visible piping is labeled with contents & direction flow.			34. Training in spill cleanup procedures.		
8. Designated area is established for the use of regulated carcinogens.			35. Appropriate fire extinguishers are available w/in 75 ft. and inspected w/in one year.		
9. Incompatible materials are segregated by chemical class.			36. Sprinkler heads in good condition.		
10. Infectious waste is properly labeled & placed in closable, leak-proof containers/bags or puncture-resistant holders.			37. Fire extinguishers are mounted, unobstructed and clearly visible.		
11. Containers of materials are disposed of within manufacturer's suggested expiration dates (shelf life).			38. 18 in. vertical clearance is maintained from sprinkler heads (over shelves/equipment).		
12. Containers of peroxide-forming chemicals are dated upon receipt and disposed of with manufacturer's suggested expiration dates.			39. First aid materials are kept in adequate supply (in sanitary and usable condition) and are readily available.		
13. Secondary containment is provided, as required, at a minimum for quantities greater than 55 gallons, 500 pounds, or 200 cubic feet.			40. Exit signs are posted to clearly indicate exits at or near floor and roof levels.		
14. All chemical containers are capped and sealed, except when actively adding or removing material from them.			41. Width of exit aisles and pathways is not less than 28-36 inches.		
15. Chemicals are not disposed of by evaporation in a fume hood and/or into the room or atmosphere.			42. Exits and isles are clear and free of obstructions.		
HAZARDOUS WASTE			HEALTH AND SAFETY TRAINING		
16. Waste is contained according to the campus hazardous waste guidelines.			43. Employees are periodically instructed in the use of fire extinguishers.		
17. Specific storage containers are provided for: () Chemical waste () Biohazardous waste () Recyclable solvents () Sharps () Radioactive waste () Mixed waste			44. Employees are trained in the lab's chemical hygiene plan (CHP). Employees should read and understand the contents of the CHP, including all MSDS.		
18. Waste containers are sturdy, routinely inspected for leaks, compatible with the waste, and kept closed when hazardous waste is not being added or removed.			45. Trained in the specific hazards associated with the materials and equipment they use and how to protect themselves.		
19. Waste containers are segregated by compatible storage group system and in secondary containers(s).			46. Employees are trained on emergency procedures.		
20. Waste is not stored for more than 90 days from the initial date of accumulation or more than 275 days if in a designated satellite accumulation area.			47. Trained in health & safety policies and practices and employee health and safety rights and responsibilities.		
21. Waste pickup forms are available.			48. Trained in use of PPE		
22. Containers are labeled with the initial date of accumulation, w/ words "Hazardous Waste", the waste's physical state, hazardous properties, full product names, appropriate percentages and the campus ID.			49. Employees are trained in the use and hazards of benzene, methylene chloride, formaldehyde and/or lead if applicable.		
23. Waste tags are available and used on all hazardous waste containers (regardless of size of container).			50. Trained in the hazards of universal precautions (if applicable).		
24. Biohazardous waste is contained in red bags that are labeled as biohazardous waste.			51. Trained whenever an employee or student assistant is given a new assignment.		
25. Syringes/needles/sharps are disposed of in sharps containers.			52. Trained when new hazards are introduced into the workplace (substance/equipment).		
26. Red bags are used only for infectious waste.			53. Employee trained before first day of work.		
27. Animal carcasses and/or infectious tissues are properly contained and disposed.			54. Trained when supervisor is made aware of new or previously unrecognized hazard.		

HEALTH & SAFETY EQUIPMENT	YES	NO	ELECTRICAL	YES	NO
55. Approved safety showers and eye washes are provided within the work area for immediate use (10 seconds from possible exposure) w/ unobstructed access.			80. At least 3 feet of clearance is kept in front of electrical panels/breaker boxes.		
56. Safety showers and eyewashes are inspected and maintained monthly to ensure proper operation.			81. Electrical panels/breaker boxes are properly labeled.		
57. Potential discharge meets the requirements of applicable POTW.			82. Electrical hand tools are properly grounded/double insulated.		
58. Fume hood certified airflow check has been performed within the last year.			83. Electric cords are insulated and free from damage/fraying.		
59. An airflow indicator is present and operating properly on all fume hoods.			84. Circuit breaker panels are free of combustible materials.		
60. Chemical containers are not stored within the hoods. Materials currently in use may be kept in hoods.			85. The use of extension cords is minimized.		
61. Front sash is lowered to the appropriate level when the hood is in use (sticker placed to indicate sash height).			86. Power strips UL approved w/ overload protection.		
62. Certified airflow checks performed within the last year on biological safety cabinets (laminar flow hoods).			87. Cube adapters not being used.		
63. Proper type of work is being conducted in biological safety cabinets.			88. GFCIs are installed 3 ft. from water sources.		
64. Compressed gas cylinders are protected from external heat sources and stored in well-protected, well vented, dry locations away from highly combustible materials.			89. Wallplates are intact and in good condition.		
65. Cylinder storage space will not be damaged by passing or falling objects and is not subject to tampering by unauthorized persons.			RECORDKEEPING		
66. Cylinders are secured to a structural component of the building with chains at 2/3 and 1/3 of the cylinder height.			90. Carcinogen use reports are files with Cal/OSHA as required.		
67. Protective caps are in place while the cylinders are not in use or connected for use and valves are labeled "open" or "closed" when the cap is not in position.			91. Employee and student safety and health training records are maintained (maintain records for duration of employment).		
68. Only cylinders with compatible substances are stored together.			92. Documentation of safety inspections and corrections are maintained.		
69. Cylinder contents are adequately labeled and easily seen.			93. Safety committee minutes are maintained.		
70. Damaged/malfunctioning equipment is tagged "out of service"			94. Safety training documentation is complete and current.		
71. All work areas (bench tops, office/desk) are kept clean and organized and the environment is maintained to eliminate harmful exposures or unsafe conditions.			MEDICAL MONITORING		
72. Vacuum lines are equipped with traps designed specifically to accumulate/filter the hazardous materials being evacuated.			95. Employee exposure to chemicals is monitored and kept within acceptable levels (below regulated limits).		
73. All vacuum pump belts are adequately protected by a rigid belt guard or housing.			96. The use of benzene, methylene chloride, formaldehyde and/or lead is used in this area.		
74. Extension cords are not used as permanent wiring and frayed electrical cords are replaced or repaired.					
75. High voltage equipment (greater than 600V) is labeled, grounded and insulated.					
76. The following PPE is required for lab work and is available and maintained in good condition: <input type="checkbox"/> safety glasses <input type="checkbox"/> goggles <input type="checkbox"/> face shield <input type="checkbox"/> lab coats <input type="checkbox"/> aprons <input type="checkbox"/> closed-toed footwear <input type="checkbox"/> gloves <input type="checkbox"/> respirators <input type="checkbox"/> hearing protection <input type="checkbox"/> radiological PPE					
77. When not in use, PPE is properly maintained and stored.					
78. Areas requiring the use of PPE are adequately posted and enforced.					
79. Respiratory protection use conforms to the campus Respiratory Protection Program. Respirators are stored in a manner to avoid exposure to excessive heat, dust and chemical vapors.					

