



### Laboratory Safety Inspection Form

Building:		Today's Date:	
Department:		Inspector's Name:	
<b>General Safety</b>			
			Comments
Door signs list emergency contact information and phone numbers; special hazards identified. (Placards provided by Facilities Management)	Y__	N__	
Door signs have current information (updated at minimum in yearly intervals)	Y__	N__	
Housekeeping satisfactory, including no excessive storage	Y__	N__	
Glass bottles, if stored on the floor, are protected from breakage	Y__	N__	
Mechanical equipment is appropriately guarded	Y__	N__	
Aisles and exits are unobstructed	Y__	N__	
All food and beverage items, containers, and utensils are stored and used in an officially designated area that is separated from the laboratory work area and laboratory refrigerators	Y__	N__	
Vision is unobstructed in the laboratory door windows (needed for emergency response personnel)	Y__	N__	
Materials are stored in such a way that they are stable and secure against sliding, collapse, falls, or spills	Y__	N__	
Ceiling tiles are in place	Y__	N__	
Any equipment used in unattended operations has automatic shut-off	Y__	N__	
<b>Electrical Safety</b>			
Circuits are properly loaded (including power strips)	Y__	N__	
Cords of all electrical equipment in good condition	Y__	N__	
Cords are used properly (i.e., kept clear of aisles, sinks, and heat sources)	Y__	N__	
Any cut-off switches are readily accessible	Y__	N__	
Electrical equipment used in wet locations (within six feet of water) is properly grounded (GFCI protected)	Y__	N__	
Extension cords are used only for temporary purposes	Y__	N__	
Any extension cords in use are three-wire	Y__	N__	
Spark-producing equipment is not used in areas where flammable gases or liquids are used or stored (i.e., in laboratory chemical fume hoods)	Y__	N__	
<b>Emergency/Safety Equipment</b>			
All fire alarm pull stations are unobstructed	Y__	N__	
Suitable fire extinguishers are available where flammable or combustible liquids are used or stored	Y__	N__	
Fire extinguishers are available, unobstructed, and mounted properly	Y__	N__	
Fire extinguisher pressure gauge (if present) is in the normal range and tie (if present) is not broken	Y__	N__	
Fire extinguisher service date is current	Y__	N__	
There is presence of obvious physical damage to the fire extinguisher	Y__	N__	
Emergency contact information (i.e., 9-911) is posted by phone	Y__	N__	

Eyewash is available and unobstructed, with a highly visible sign indicating its location	Y__	N__	
Safety shower is available and unobstructed, with a highly visible sign indicating its location	Y__	N__	
Eyewash and safety shower are tested periodically	Y__	N__	
First aid kit is available and stocked	Y__	N__	
Spill clean up kit is available and stocked	Y__	N__	
The following personal protective equipment is available and in good condition: laboratory coats or aprons, safety glasses/goggles, full face shields, gloves appropriate for particular chemical or biohazard, respirator (users must be trained)	Y__	N__	
Chemical hoods have been inspected in the last year (check inspection sticker)	Y__	N__	
Chemical hoods are free from excessive storage (back baffle should be free from obstruction)	Y__	N__	
Biological Safety Cabinets have been certified within the last 12 months (check certification sticker)	Y__	N__	
<b>Biological Safety</b>			
Laboratories have doors for access control	Y__	N__	
Each laboratory contains a sink for hand washing	Y__	N__	
The laboratory is designed so that it can be easily cleaned. No carpets or rugs are present	Y__	N__	
Bench tops are impervious to water and resistant to moderate heat and chemicals used for decontamination of work surfaces and equipment	Y__	N__	
Laboratory furniture is capable of supporting anticipated loading and uses. Chairs used in laboratory work are covered with non-fabric material that can be easily decontaminated	Y__	N__	
If the laboratory has windows that open to the exterior, they are fitted with fly screens	Y__	N__	
Durable, leak-proof containers are available to transport waste to the autoclave for decontamination	Y__	N__	
Sharps disposal containers are present for the proper disposal of laboratory sharps	Y__	N__	
All containers and bags used for waste collection are closable and prominently display the international biohazard symbol	Y__	N__	
Disinfectant is available for daily work surface decontamination and spill clean up	Y__	N__	
<b>Chemical Safety</b>			
Chemical Hygiene Plan (CHP) is available or location of the plan is posted.	Y__	N__	
Material Safety Data Sheets are accessible or location of MSDS's is posted.	Y__	N__	
Refrigerator used to store flammables is designed or appropriately modified for flammable storage, or is explosion-proof	Y__	N__	
Chemical storage is in cabinets or stable shelving	Y__	N__	
Chemicals are stored by compatibility (refer to compatibility chart if necessary)	Y__	N__	
All contained substances are labeled	Y__	N__	
No excess flammable liquids are stored	Y__	N__	
Peroxidizable chemicals are dated when opened and tested for peroxides every six months after that	Y__	N__	
All chemical containers are in good condition	Y__	N__	
All chemical (including waste) containers are sealed when not in immediate use (no funnels left in place)	Y__	N__	
Chemical inventory is available (not mandatory but recommended)	Y__	N__	

Gas cylinders (at all times) and lecture bottles (when in use) are fastened securely	Y__	N__	
All mercury devices (thermometers, gauges, switches, etc.) that can be replaced with a mercury-free alternative have been replaced	Y__	N__	
Mercury thermometers are not present in heated ovens	Y__	N__	
Traps are used when house vacuum is utilized for aspiration, filtering, etc. of any liquids	Y__	N__	
<b>Radiation Safety</b>			
Contamination surveys are performed and documented as specified in permit conditions	Y__	N__	
Records of radioactive materials inventory and use are maintained	Y__	N__	
Radioactive waste receptacles are labeled and contents are recorded	Y__	N__	
Protective clothing is available and used	Y__	N__	
Absorbent paper, shielding, and handling devices are used when appropriate	Y__	N__	
Radioactive material is secured when not attended	Y__	N__	

This checklist covers *general* laboratory safety as well as basic biological, chemical, and radiological safety concerns that are common to most laboratories. Individual laboratories or departments may need to add items to this checklist to address specific concerns that may be unique to the laboratory or department.