

# Lab Safety Inspection Checklist

Group: \_\_\_\_\_ Rooms: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

N = NO Y = YES n/a = not applicable C = corrected	HASP = Hazard Assess Signage Program	BBP = Blood borne Pathogen SOP = Std Operating Procedure	ECO = Environ Compliance Office MSDS = Material Safety Data Sheet
Items marked "N" need to be corrected			

	Y	N	n/a	C		Y	N	n/a	C
<b>Communication</b>					<b>General safety</b>				
----- LAB -----									
Is a Chemical Hygiene Plan available? (web access is acceptable).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is protective equipment being worn by workers? (ie: gloves, lab coats, eyewear, etc).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do workers have all necessary training? (ie: lab safety, Rad, HF, Hazardous waste, lasers, etc)....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is electrical wiring safe? (ie: no exposed wiring, GFCIs in wet areas, no extension cords used as permanent wiring, etc).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are MSDSs available? (Web access is OK).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are electrical panels closed, not blocked, and no combustibles or flammables stored nearby?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chemicals labeled? (key posted for abbreviations).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is food stored only in refrigerators for food?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are SOPs written for hazardous chemicals or the processes that use them?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are moving parts, pinch points, belts, etc. guarded?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
----- NON-LAB -----					Are hypodermic needles in locked storage and inventoried? (basically a signout sheet telling how many needles were taken) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a Hazard Communication Policy available to workers?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fume hoods and bio safety cabinets tested and certified annually?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do workers have all necessary training? (ie: Haz com, hearing, respirator, confined space, fork truck, fire extinguisher, etc.).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is lighting adequate?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are MSDSs available? (web access is OK).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Specific safety</b>				
Are chemicals labeled with right to know or original labels?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	----- GAS CYLINDERS -----				
<b>Chemical safety</b>					Are gas cylinders secured to an immovable object around top half of cylinder (chains preferred)?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are incompatible chemicals segregated? (secondary containment such as plastic containers are OK).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are cylinders capped when "stored" and have a regulator when "in use"? (never a bare valve stem).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chemical containers in good condition?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do cylinders have labels that are legible and are empty cylinders marked as such?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No flammables stored in standard refrigerator? (Refrigerator needs to be flammables rated) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are oxygen cylinders separated from flammable gas cylinders by 20ft or a half hour fire rated wall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flammables stored in flammable cabinet? (if over 10 gallons of flammables being stored and in use)..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are gas cylinders stored safety (ie: not near electrical or ignition sources, not under stairs or in enclosed areas etc.).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are peroxide forming chemicals dated and checked at least every 6 months for peroxides?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Are eyewash and showers available and inspected where corrosives are used?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If respirators are being worn, are users in the Cornell respiratory protection program?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is special 1 <sup>st</sup> aid available and not expired if necessary? (ie: HF or cyanide).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are battery stations in compliance? (not near ignition sources, spill kit available, protective equipment for acids used, near eyewash) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Housekeeping</b>					<b>Emergency</b>				
Are workspaces clean and tidy?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is aisle space adequate? (at least 3 ft).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are floors clean and dry?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustibles not stored near ignition sources or stored within 18 inches of the crown of sprinkler heads? (24 inches if no sprinklers).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No heavy equipment or hazardous liquids above eye level?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

	Y	N	n/a	C		Y	N	n/a	C
Are fire extinguishers available (within 75 ft) and appropriate for any significant fire risks at that location?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is no food taken into bio labs and cosmetics not applied there?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A – combustibles such as paper and wood					Are workers washing hands and decontaminating areas after work is complete?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B – flammable liquids and gasses					Are SOPs written for biohazardous processes and agents being used and are workers trained on the SOPs? Do those who handle human blood or cells have bloodborne pathogen training?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C – electrical fires					Are contaminated sharps put in a sharps container and are all hypodermic needles, regardless of use, being put in sharps containers?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D – burning metals such as sodium					Is protective equipment being used such as gloves and eyewear?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are HASP door signs present, accurate, and up to date?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is access restricted in biohazard areas by postings or HASP signs?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there an emergency procedure for that area and are emergency numbers posted?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>LASERS</b>				
Are spill kits available? (special for HF).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do class 3A LASERS have correct signage? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Chemical waste</b>					---- CLASS 3B OR 4 LASERS ----				
Are waste containers closed?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is correct signage posted?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are containers labeled appropriately? (the words "hazardous waste", identity of chemicals, concentration) .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is proper eyewear available and used?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is waste stored at or near the point of generation? (rule of thumb is in the same room).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are those handling LASERS trained?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are those who handle hazardous waste knowledgeable of regulations?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4) – Are interlocks or blocking in place? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other wastes</b>					(4)- Are power control cutoffs in place? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is universal waste properly labeled and dated less than 9 months and sent to Grounds dept. for disposal? (universal waste = fluorescent bulbs, batteries other than alkaline, ballasts).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	(4)- Are SOPs written for LASERS? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is waste oil labeled as "used oil" and sent to Grounds dept. for disposal? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	** (4) = required for class 4 only **				
Are units containing refrigerant labeled with an refrigerant sticker? (units include: air conditioners, refrigerators, some centrifuges, some microtomes, ice machines, etc).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Pesticides</b>				
If photographic developing is occurring, is used fixer being sent as hazardous waste or being put through a reclamation unit?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do workers that may be exposed to pesticides have "Worker Protection Standard" training from Eric Harrington?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Radiation</b>					Are pesticides labeled with federal label or the federal label is accessible?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are radiation use areas marked with postings or stickers?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<b>Security of agents / Shipping</b>				
No food/eating in radiation labs? .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are extremely dangerous chemicals/agents locked?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are radioactive isotope stocks locked?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is access restricted to areas with extremely dangerous chemicals or agents?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is radioactive waste labeled correctly? (for solid waste: top and 2 opposite sides).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a site specific plan to deal with the security of extremely dangerous agents?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bio hazards</b>					Is there a plan to ensure the security of extremely dangerous agents in the event of an emergency and is it in agreement with the facility emergency plan?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is biohazardous waste put in RED biohazard bags and disposed of as regulated medical waste (RMW)? (RMW = pathogenic bio waste or any mammalian blood or cells; Vet College is more restrictive).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____				
					If you ship hazardous materials, are the workers who package or ship the material trained in DOT Hazmat shipping?.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>