

Appendix A

LAB SAFETY INSPECTION SHEET

LABORATORY INFORMATION

Department	
Room number and function	
Principal investigator (PI)	
PI telephone number	
PI email address	
Lab Safety contact person	
Lab Safety contact telephone number	
Lab Safety contact email address	
Lab phone number	

<input type="checkbox"/> Classroom	<input type="checkbox"/> Storage	<input type="checkbox"/> Research Lab	<input type="checkbox"/> Other
<input type="checkbox"/> Biosafety 1 2 3 4	<input type="checkbox"/> Lasers 1 2 3 4	<input type="checkbox"/> Animals	<input type="checkbox"/> Radiation
<input type="checkbox"/> Hazardous Waste	<input type="checkbox"/> Biological waste	<input type="checkbox"/> Sharps	<input type="checkbox"/> Vacuum/pressure
<input type="checkbox"/> Fume hood	<input type="checkbox"/> Biological cabinet	<input type="checkbox"/> Laminar flow hoods	<input type="checkbox"/> Natural gas

CHEMICAL TYPES PRESENT

<input type="checkbox"/> Corrosives	<input type="checkbox"/> Flammables
<input type="checkbox"/> Regulated carcinogens	<input type="checkbox"/> Explosives
<input type="checkbox"/> Compressed gas	<input type="checkbox"/> Peroxide Formers
<input type="checkbox"/> Cryogenics	<input type="checkbox"/> Pyrophoric
<input type="checkbox"/> Particularly Hazardous Substances (select carcinogens, acute toxins, reproductive toxins)	<input type="checkbox"/> Water Reactive

PERSONNEL INFORMATION (paid staff)

First Name	Last Name	Job Title	Net ID

INSPECTION INFORMATION

Inspector	Accompanied by:
Inspection Date	

COMMENTS/CORRECTIONS

GENERAL WORK ENVIRONMENT

Yes	No	n/a	Inspected	Comment/Corrections
			Storage of combustible materials is minimized	
			Trash has been removed	
			Heavy items stored on lower shelves	
			Means available to reach things above shoulder height	
			Shelving appears to be adequate to support load	
			Security adequate where required	
			Storage is at least 24" below ceiling	
			Food and drink was not found in the lab	
			Labs with RAM, lasers, and biological hazardous are properly labeled	

HAZARD COMMUNICATION (Signage, labels)

Yes	No	n/a	Inspected	Comment/Corrections
			Original and secondary containers are labeled with chemical name, hazard warning, date.	
			Non-lab safe refrigerators are labeled with: Do not store flammables in this refrigerator.	
			Refrigerators labeled with food and drink requirements.	
			Chemical storage cabinets are properly labeled (i.e., corrosives, flammables, etc...).	
			Special hazard warning signs are posted as required (biological, radiological, carcinogens, etc.)	

EMERGENCY PREPAREDNESS

Yes	No	n/a	Inspected	Comment/Corrections
			NFPA Diamond posted.	
			Current occupant and emergency contact list available.	
			Storage clearance from ceiling: 18" with sprinklers, 24" without sprinklers.	
			Fire extinguisher present/ charged/ accessible/ inspected; signage clearly visible.	
			Class D fire extinguisher is located where combustible metals, such as magnesium, titanium, potassium and sodium are stored.	
			Approved safety shower & eyewash Stations are checked monthly, with a 16" clearance on all sides. Signage is clearly visible.	
			Chemical spill material or kit available, spill procedures known to staff.	
			Exits/aisles/corridors are not blocked (24" minimum width). Lab doors closed or door-stopped fully open.	

			Emergency call numbers are posted near the phone.	
			Flammable storage cabinets are self-latching.	

CHEMICAL FUME HOODS, BIOLOGICAL CABINETS, LAMINAR FLOW HOODS

Yes	No	n/a	Inspected	Comment/Corrections
			Fume hood(s) were certified within the last 12 months.	
			Fume hood(s) – proper sash height is labeled.	
			Fume hood(s) – sash height is at or below the marked approval level.	
			All hoods – hood illumination is functional.	
			All hood(s) – low flow audible and visual alarm is reset and functional.	
			All hoods – minimal clutter in hoods.	
			Biological safety cabinets were certified within the last 12 months.	
			Laminar flow hoods are labeled.	

SEISMIC SAFETY

Yes	No	n/a	Inspected	Comment/Corrections
			Storage shelves have seismic restraints.	
			High overhead storage is secured.	
			Heavy items are stored on lower shelves.	
			Hazardous chemicals are stored on shelves below eye level.	
			Refrigerators, storage cabinets have seismic restraints as needed.	
			Shelving and file cabinets over 5” are seismically braced.	

MECHANICAL & ELECTRICAL SAFETY

Yes	No	n/a	Inspected	Comment/Corrections
			Movable parts guarded on equipment as appropriate.	
			Cover plates in place over electrical outlets and switches.	
			Electrical panels accessible.	
			Plugs, cords, and outlets are in good condition.	
			No overloaded outlets or daisy chained power strips.	
			No extension cords used.	
			All power cords on the floor are covered and protected.	
			No power cords through doors, under carpet, or through ceilings.	

HOUSEKEEPING

Yes	No	n/a	Inspected	Comment/Corrections
			Aisles and exits are kept clear of obstructions.	
			Combustibles are minimal (cardboard boxes).	
			No food or drink in areas with chemicals.	
			Chemicals are in secondary containment.	
			Chemicals are not stored near sinks.	
			Lab and storage areas are uncluttered including bench tops.	
			Tools and equipment are in good condition.	
			Glassware is inspected and free of chips and cracks.	
			Proper disposal of sharps (broken glass, needles, pipettes, razors).	

PERSONAL PROTECTIVE EQUIPMENT

Yes	No	n/a	Inspected	Comment/Corrections
			Eye and face protection available where needed: Safety glasses, goggles, face shield.	
			Gloves are available for the hazards: chemical, temperature, cuts.	
			Respirators: user enrolled in respirator protection program, proper cartridges used and storage.	
			Closed toe shoes.	
			Lab coats.	

GAS CYLINDERS

Yes	No	n/a	Inspected	Comment/Corrections
			Type of gases: flammable, oxidizer, inert, other.	
			Gas cylinders greater than 26" in height are double chained.	
			Cylinder caps are in place when cylinders are not in use.	
			Cylinders are stored away from excessive heat.	
			Cylinders are transported on a cart with chains.	
			Fuel gas cylinders are stored at least 20 feet away from oxygen cylinders.	
			Cylinders are marked with their contents.	
			Empty cylinders are marked "EMPTY" and stored separately.	
			Gas lines, manifolds, etc. are labeled with the identity of their contents.	
			Hoses, lines, and regulators are appropriate for the gas and in good condition.	

FLAMMABLE LIQUID STORAGE & HANDLING

Yes	No	n/a	Inspected	Comment/Corrections
			Flammables are stored in explosion proof or flammable refrigerator only.	
			Flammables are stored in flammable liquid storage cabinet.	
			Flammables are segregated from strong oxidizer and other incompatibles.	
			Any amount over 5 gallons is stored in a flammable storage cabinet.	

CHEMICAL STORAGE & HANDLING

Yes	No	n/a	Inspected	Comment/Corrections
			Chemical containers not in use are closed.	
			Chemical containers are in good condition.	
			Primary labels on original containers are intact or properly replaced.	
			Secondary containers are properly labeled with chemical name and hazards.	
			Secondary containers available for transporting chemicals.	
			Incompatibles are segregated: <ul style="list-style-type: none">● Flammables not with oxidizers● Acids not with flammables● Acids not with bases● Nitric acid not with organics	
			Peroxide forming chemicals are not expired.	

WASTE STORAGE & HANDLING

Yes	No	n/a	Inspected	Comment/Corrections
			Annual training for hazardous waste generator.	
			All hazardous waste is properly labeled.	
			All hazardous waste collected is properly labeled and kept for no longer than 9 months.	
			Containers are closed and in dry secondary containment.	

DOCUMENTATION & TRAINING

Yes	No	n/a	Inspected	Comment/Corrections
			Current chemical inventory available.	
			MSDSs available to staff.	
			Hazardous Waste Training up-to-date.	
			Staff EHS training completed and up-to-date.	

