

Lab Safety Checklist

The purpose of this checklist is to provide the Principal Investigator/Supervisor a tool to help perform a self-audit of his or her laboratory. This checklist will also be used by Environmental Health and Safety personnel when performing laboratory inspections.

Principal Investigator/Supervisor:	Department:
Building and Room Number:	Completed By: Date:

General	Yes	No	N/A	Comments
Is a telephone available at all times?				
Are emergency contact numbers posted and current?				
Is a first aid kit available and properly stocked? (see UI first aid kit guidelines)				
Is the laboratory generally clean and uncluttered?				
Are there tripping hazards in the lab?				

Eating/Drinking	Yes	No	N/A	Comments
Do users eat or drink in the laboratory?				
Are foods/drinks stored in laboratory refrigerators?				
Do users chew gum, use smokeless tobacco, or apply cosmetics in the lab?				

Emergency Shower and Eye Wash	Yes	No	N/A	Comments
Is an emergency shower available within 10 seconds travel time?				
Is the path to the emergency shower clear and unobstructed?				
Is an emergency eyewash available within 10 seconds travel time?				
Is the path to the emergency eye wash clear and unobstructed?				
Do lab users routinely flush/test the emergency shower and eyewash weekly?				

Egress and Access Pathways	Yes	No	N/A	Comments
Are the exit pathways and doors clear and unobstructed? (36" width)				
Are emergency exit procedures posted near the laboratory exits?				

Chemical Fume Hoods	Yes	No	N/A	Comments
Is equipment inside the fume hood elevated or positioned such that it is not blocking the baffles or air flow?				
Is the fume hood being used for chemical storage?				
Is there adequate working space in front of the fume hood?				
Is the sash operational?				
Is the maximum sash height marked and/or has a sash stop?				
Has the fume hood been inspected within the last year?				
Is work being performed 6 inches away from sash opening?				

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Biosafety Cabinets	Yes	No	N/A	Comments
Is a biosafety cabinet present? If so, has it been inspected recently?				
Is an autoclave present? If so, has it been inspected recently?				

Fire Extinguishers	Yes	No	N/A	Comments
Are fire extinguishers available within the laboratory?				
Is the fire extinguisher located near the exit?				
Is access to the fire extinguisher clear and unobstructed?				
List the fire extinguisher type and size:	-	-	-	
Do the laboratory users have training in using the fire extinguishers?				
Are the fire extinguishers being checked monthly? (check tag)				

Electrical Safety	Yes	No	N/A	Comments
Are the equipment cords in good condition?				
Are the proper extension cords/power strips being used?				
Are the electrical outlets/power strips overloaded?				
Is electrical equipment close to sources of chemical vapors or gases?				
Is there any evidence of "homemade" wiring?				
Are there GFCI outlets located within six feet of water use?				

Chemical Safety and Storage	Yes	No	N/A	Comments
Are chemicals stored in acceptable amounts?				
Are all liquid chemicals stored below eye level?				
Are there retaining lips on the shelves used for storing chemicals?				
Are flammable liquids stored in approved cabinets/containers?				
Are there indications that grounding/bonding is necessary for the transfer of flammable liquids? If so, is grounding/bonding being used?				
Are flammable liquids stored in an appropriate refrigerator?				
Are acids and bases being stored properly (separated and/or in secondary containment)?				
Are reactive/oxidizers segregated from other chemicals?				

Hazardous Materials	Yes	No	N/A	Comments
Are any of the following peroxide forming chemicals used/stored in the lab? <i>Cyclohexene, Cyclooctene, Decahydronaphthalene, p-Dioxane, Ethyl Ether, Isopropyl Ether, Tetrahydrofuran, Tetrahydronaphthalene</i>				
<ul style="list-style-type: none"> • Are containers dated when purchased/received? 				
<ul style="list-style-type: none"> • Are any crystals present in or on the storage containers? 				
Is perchloric acid used/stored in the lab?				

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• If so, is it used in an appropriate fume hood?				
• Is the fume hood wash down system functional?				
• Are non-perchloric activities being conducted in the fume hood?				
Are cryogenic liquids used/stored in the lab?				
• Is appropriate PPE used during the transfer of material?				
• Is the space where the material stored appropriately ventilated?				
• Are the appropriate containers being used for storage?				
Are particularly hazardous substances (PHS) used/stored in the lab?				
• Is an established area designated and labeled for use of PHSs?				
• Are appropriate containment devices used (fume hood or glove box)?				
• Does the laboratory have an SOP for use of the PHSs with procedures for use, decontamination, and safe removal of contaminated waste?				

Compressed Gases	Yes	No	N/A	Comments
Are compressed gas cylinders stored upright and properly secured?				
Are compressed gas cylinders capped when not in use?				
Are highly toxic gases stored in approved cabinets or within fume hoods?				
Does tubing from the cylinder appear to be adequate and of the proper material?				
Have the connections been leak tested?				
Are the contents of the cylinders clearly labeled?				
Are oxygen cylinders stored separately from other cylinders?				
Are the cylinders located away from exit doors?				

Hazardous Waste	Yes	No	N/A	Comments
Are waste containers clearly labeled?				
Are waste containers properly sealed?				
Are there over 30 gallons of waste stored?				
Are the basic hazardous waste management guidelines posted in the laboratory?				

Pressure/Vacuum Operations	Yes	No	N/A	Comments
Are the pressure vessels marked with DOT or ASME markings?				
Are the inlets and outlets on the vacuum pump clearly marked?				
Is the vacuum equipment protected by tape or shielding?				
Is the vacuum pump exhausted to a fume hood or other exhaust ventilation?				
Is there a cold trap on the vacuum pump?				
Is there a belt guard on the vacuum pump?				
Is the tubing in good condition and connected properly?				

Spill Response	Yes	No	N/A	Comments

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Are response/cleanup materials available for small spills?				
Are spill response guidelines or instructions posted?				

Labeling	Yes	No	N/A	Comments
Are all containers labeled to identify the contents?				
Are all containers dated when they are purchased / received?				

Safety Data Sheets (MSDS)	Yes	No	N/A	Comments
Are SDSs available for the chemicals used in the laboratory?				
Are SDSs located in a centralized location in the laboratory?				
Are the SDSs current?				

Laboratory Safety Plan	Yes	No	N/A	Comments
Is a copy of the University Chemical Hygiene Plan available to lab users?				
If so, do laboratory users know how to access it?				
Does the laboratory have its own Laboratory Safety Plan for the individual lab?				
If so, do laboratory users know how to access it?				

Observe and discuss the following procedures with the laboratory users:	Check when complete
General description of how they conduct research in the laboratory	
What type of personal protective equipment (PPE) and safety equipment do they use?	
How do the laboratory users select the personal protective equipment that they use?	
What is their knowledge of the location and use of emergency equipment?	
How do they use the chemical fume hood?	
What is their knowledge of chemical hazards and the use of SDSs?	
How and where do they store their chemicals?	
How do they transport chemicals within outside of the laboratory?	
Is secondary containment used where chemicals can be released?	
How do they dispose of chemicals, biohazardous waste, and sharps?	
What types of compressed gases do they use and what is their knowledge of compressed gas safety?	
Do they run experiments that are left unattended and, if so, how do they monitor and control them?	
Do they have written procedures for the operation of hazardous equipment or procedures (SOPs)?	
What is their knowledge of how to respond to a small spill in the laboratory?	
Do they store materials in a walk-in cooler, freezer? If so, do they routinely inventory the items stored in those areas and maintain inventory records? Is the walk-in cooler, freezer in good working order?	