

Laboratory Safety Checklist

Survey#	Survey Date:	Surveyor:
Building:	Rooms Surveyed:	
RP:	Dept:	
Lab Contact:		

#	Yes	No	N/A	Question	Comments
Administrative Plans/Materials					
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Do the lab staff have access to the current version of the UW Lab Safety Manual?</u>	
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Do all lab personnel have access to written SOPs that document safety procedures?</u>	
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are lab accidents and near misses reported to the OARS system?</u>	
Signage					
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are emergency contact numbers for lab staff, including after-hours emergency contact numbers, posted within the laboratory?</u>	
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Is a lab hazard caution sign posted and current?</u>	
6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Is a biosafety door sign posted when agents are in use and removed when not in use?</u>	
7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are additional hazard warning signs (laser, magnetic fields, high voltage, etc) posted in lab near the hazard?</u>	
8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Is a laboratory floor plan as described in the lab safety manual posted?</u>	
Hazard Communication					
9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Has the lab's chemical inventory been reviewed and updated within the last year?</u>	
10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Is the lab's contact information current in MYCHEM?</u>	
11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Can all lab staff readily access an MSDS/SDS via MYCHEM or hardcopy in the lab?</u>	
12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are all containers clearly labeled with their contents and primary hazard(s)?</u>	
Lab Training					
13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Has a safety training assessment been completed for laboratory personnel?</u>	
14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Has EHS safety training been completed and documented for all lab staff?</u>	
15	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Has lab specific training been completed and documented?</u>	
Personal Protective Equipment					

16 ☐ ☐ ☐ Has a PPE hazard assessment been completed for the lab?

17 ☐ ☐ ☐ Have all lab personnel completed PPE training?

18 ☐ ☐ ☐ If cartridge respirators are being used, have personnel been fit tested?

Emergency Kits

19 ☐ ☐ ☐ Does the laboratory have access to a chemical/biological spill kits?

20 ☐ ☐ ☐ Do lab staff have access to a fully stocked first-aid kit?

Food/Beverage

21 ☐ ☐ ☐ Is food and drink prohibited in laboratory areas?

Emergency Eyewash/Shower

22 ☐ ☐ ☐ Are eyewashes and showers accessible within 10 seconds travel (approx. 50 ft)?

23 ☐ ☐ ☐ Are eyewashes and showers free of obstructions?

24 ☐ ☐ ☐ Are eyewashes and showers maintained and routinely tested?

Ventilation

25 ☐ ☐ ☐ Are processes that emit vapors, gasses, or fumes adequately captured by local ventilation (hoods, snorkel)?

26 ☐ ☐ ☐ Have all active fume hoods passed a performance test within the past two years?

27 ☐ ☐ ☐ Are fume hoods kept uncluttered and are rear ventilation slots within the hood not blocked or covered?

Hazardous Waste and Disposal

28 ☐ ☐ ☐ Are chemical waste containers in good condition and compatible with their contents?

29 ☐ ☐ ☐ Are chemical waste containers closed?

30 ☐ ☐ ☐ Are incompatible chemical wastes segregated by hazard class ?

31 ☐ ☐ ☐ Are all chemical waste containers labeled with a completed UW hazardous waste label?

32 ☐ ☐ ☐ Are hazardous chemicals that are treated for disposal via sewer documented in a log?

33 ☐ ☐ ☐ Is lab glass placed in sturdy cardboard boxes that are labeled with the room number and Principal Investigator's name?

Chemical Storage/Process

34 ☐ ☐ ☐ Are flammable liquids stored outside of flammable liquid storage cabinets limited to 10 gallons in quantity, and are they stored in approved safety containers?

35	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are hazardous material quantities within limits allowed by the Fire Code?</u>
36	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>If flammable liquids are stored in a refrigerator, are they in a refrigerator approved for flammable (or explosive) liquids?</u>
37	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are all chemical containers in good condition (not corroded or leaking)?</u>
38	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are all chemical containers closed?</u>
39	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are incompatible chemicals segregated when they are being stored?</u>
40	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are hazardous materials storage cabinets properly labeled, and in good condition?</u>
41	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are chemicals stored on the floor in DOT approved carboys, metal containers or glass containers provided with secondary containment?</u>
42	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are chemical containers being stored away from sinks?</u>
43	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are corrosive chemicals stored below eye level?</u>
44	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Have unopened peroxide forming compounds not exceeded their manufacturer's expiration date?</u>
45	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are opened peroxide forming compounds labeled with the date they were opened and an expiration date?</u>
Compressed Gas Cylinders/Cryogen and LPG				
46	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are highly toxic gas cylinders stored in a gas cabinet, ventilated enclosure, or fume hood?</u>
47	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are incompatible compressed gas cylinders segregated?</u>
48	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Do lab staff know the location of zone/floor shut off valves for natural and/or medical gas?</u>
49	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Is an alarm present in an unventilated or underventilated room storing significant amounts of liquid nitrogen or other asphyxiant gases?</u>
50	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are gas cylinder valve protection caps in place for gas cylinders not in active use?</u>
51	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are compressed gas cylinders secured to prevent them from falling or tipping?</u>
Biological Safety				
52	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>If the lab works with biohazards involving recombinant DNA, human or non-human primate material, or pathogenic agents, does it have a Biological Use Authorization?</u>
53	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Have all active biological safety cabinets been certified within the past year?</u>
54	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>If conducting BSL1/ABSL1 practices or higher, is a sink available for hand washing?</u>
55	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are biohazardous blades, needles, and other sharps promptly and properly disposed of in a sharps container?</u>

56 ☐ ☐ ☐ Is biohazardous waste autoclaved in a timely manner?

Pressure Vessel

57 ☐ ☐ ☐ Has the autoclave been structurally inspected and tested within the past two years?

58 ☐ ☐ ☐ If pressure vessels are in use, are they approved for their operating pressure or are they mitigated to prevent injury?

Housekeeping

59 ☐ ☐ ☐ Is the lab free of slip and trip hazards?

60 ☐ ☐ ☐ Is the lab adequately organized, orderly and clean to provide for sufficient work space for operations without spills, accidents and other preventable incidents?

61 ☐ ☐ ☐ Is there minimal glassware stored in the sink or on the bench top?

62 ☐ ☐ ☐ Is the lab free of chemicals that are old and no longer needed?

Electrical Safety

63 ☐ ☐ ☐ Are building electrical panels accessible?

64 ☐ ☐ ☐ Are extension cords or power strips not daisy-chained to each other?

65 ☐ ☐ ☐ Exposed wiring or electrical cords in poor condition are not in use?

66 ☐ ☐ ☐ Are ground fault circuit interrupters (GFCIs) employed in wet locations?

67 ☐ ☐ ☐ Are extension cords used only as temporary wiring and not running under carpets, doors or through walls and ceilings?

68 ☐ ☐ ☐ Is equipment with motors, heaters, and other high amperage needs plugged directly into a wall receptacle?

Radiation Safety

69 ☐ ☐ ☐ Are radioactive stock solutions secured in a locked cabinet when not in use?

70 ☐ ☐ ☐ Are all Class 3B and-or Class 4 lasers inventoried with EHS Radiation Safety?

71 ☐ ☐ ☐ If the answer to 70 is Yes, are laser warning signs posted (Notice, Danger)?

Fire Safety/Prevention

72 ☐ ☐ ☐ Are there 18 inches of clearance between stored items and fire sprinklers?

73 ☐ ☐ ☐ Do suspended ceilings have all of their ceiling tiles in place?

74 ☐ ☐ ☐ Are laboratory doors kept closed when unoccupied?

75 ☐ ☐ ☐ Can lab staff hear the fire alarm when it alarms?

76	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are fire extinguishers available, easily accessible, and free of obstructions?</u>
77	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Have fire extinguishers been inspected within the past year, fully charged and free of defects?</u>
Exit Access/Corridors				
78	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are aisles and exits within the laboratory space free of clutter and obstructions?</u>
79	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are corridors and exits free of obstruction and hazardous materials/processed in accordance with UW Corridor Policy?</u>
Seismic Safety				
80	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are all tall bookcases, refrigerators, freezers, and tall cabinets next to the exit doorway secured?</u>
81	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are chemical containers stored safely on shelves with lips or in a closed cabinet to prevent them from falling in an earthquake?</u>
Machinery				
82	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are all hazardous pieces of machinery mounted or secured to prevent movement or tipping?</u>
83	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are all points of operation, rotating components, and other moving parts of machinery properly guarded to prevent injury?</u>

RP's Comments: