

# Laboratory Safety Inspection Checklist

PRINCIPAL INVESTIGATOR:  
LAB CONTACT (if diff than PI):  
LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

Y or N	ITEM	Y or N	ITEM
	<b>1. LAB REGISTRATION</b>		<b>6. GENERAL HAZARDS AND CONTAINMENT</b>
_____	a. Lab registration is on file with Safety	_____	a. Walkways & doors unobstructed (36" in passageways)
_____	b. Listed space/personnel/hazards are current	_____	b. Adequate lighting and switches
	<b>2. POLICIES, PROCEDURES, MANUALS - ACCESS</b>	_____	c. Excess trash, boxes, & paper removed promptly
_____	a. All COH Policies	_____	d. No eating, drinking, smoking or food storage in lab
_____	b. Chemical Hygiene Plan/OSHA Lab Guidance	_____	e. No personal medication/applying lip balm or cosmetics
_____	c. Infection Control - BBP Exposure Control Plan	_____	f. No fabric upholstered covered furniture or chairs.
_____	d. Infection Control - TB Exposure Plan/ATD Standard	_____	g. Lab door is working (self-closing, preferred)
_____	e. Safety Manuals (Biological, Chemical, Radiological, etc)	_____	h. Ceiling is intact - no holes/no missing tiles
_____	f. Research Regulatory Committee protocols	_____	i. Wall is intact - no major holes/cracks
_____	(if applicable, IACUC, IBC, OSBC, SCRS, etc)	_____	j. Floor is coved and intact - no major holes/cracks
_____	g. Lab-specific SOPs (high hazards agents/procedures)	_____	k. Work area is organized and accessible for cleaning
	<b>3. HAZARD COMMUNICATION</b>	_____	1. Non-porous casework/shelves
_____	a. Primary & second contacts up-to-date on lab placard	_____	2. Benchtops impervious to water and chemical resistant
_____	b. Warning/restriction labels (rad, carcinogen, biohaz)	_____	3. No rugs/raw wood (BSL2 - no cardboard/paper)
_____	c. Emergency phone numbers posted in lab	_____	l. No plants or animals not associated with work are present
_____	d. Emergency action plan/procedures - available & up-to-date	_____	m. No windows open to the exterior
_____	e. COH Emergency Guide is posted.	_____	n. No minors in the lab
_____	f. Staff have access to emergency policy/procedures.	_____	1. No persons under 16 yrs of age (BSL2+)
	<b>4. LIFE &amp; SAFETY EQUIPMENT</b>	_____	2. Consent form completed to work with hazardous material
_____	a. Fire extinguisher available (50 to 75 ft)		<b>7. PROTECTIVE CLOTHING (PPE)</b>
_____	1. Unobstructed & mounted at designated location (40" top)	_____	a. Minimum PPE
_____	2. Monthly visual & annually inspected, sealed, and charged	_____	1. No shorts/skirts/sandals or open toed shoes
_____	3. Appropriate extinguisher for hazard (Class A, B, C, or D)	_____	b. PPE (eyewear, gloves, lab coat) readily available in lab
_____	4. Fire extinguisher sign is visible/correctly placed	_____	c. Proper body protection
_____	5. Staff can locate nearest fire extinguisher	_____	1. Lab coat worn as appropriate to the hazard
_____	b. Fire Detection/Alarm Station in or near the lab	_____	2. Disposable gown
_____	1. Unobstructed	_____	3. Rubber apron available (if concentrated acid/base)
_____	2. Alarm system is visible (strobe light) and audible	_____	d. Proper eye protection use
_____	3. Staff can locate nearest fire alarm station	_____	1. Safety glasses/goggles/face shield
_____	4. Staff familiar with fire prevention policy/procedure	_____	2. Hazard specific eye protection - UV-protected glasses
_____	c. All fire sprinklers have 18 inches of clearance	_____	e. Visitor glasses readily available
_____	d. Safety shower present (within 50 ft or 10 sec travel)	_____	f. Proper hand protection
_____	1. Unobstructed	_____	1. Powder-free latex
_____	2. Checked/tested within past month (record)	_____	2. Nitrile gloves/Chemo resistant gloves
_____	e. Eyewash present (within 50 ft or 10 sec travel)	_____	3. Thermal Resistant Gloves: Cryogenic/Autoclave
_____	1. ANSI Stnd Type: Portable, Plumbed, Other	_____	4. Other: Heavy Duty, Cut Resistant, Puncture Resistant
_____	2. Unobstructed	_____	g. Respiratory Protection available as appropriate
_____	3. Checked/tested within past month (record tag)	_____	1. N95, P100, Half Face, or Full Face with fit testing up to date
_____	4. Staff can locate the nearest eyewash	_____	2. PAPR
_____	f. First Aid kit available & marked	_____	h. Hearing protection is available as appropriate
_____	1. Stocked, up to date	_____	i. Other PPE (disposable hair cover, foot cover, sleeve cover)
_____	2. Staff can locate the nearest first aid kit		<b>8. REFRIGERATOR/FREEZER/ICE MACHINE</b>
_____	g. Exit signs & emergency lighting operating (if needed)	_____	a. "No Food or Drink" sign
_____	1. Unobstructed	_____	b. "No Flammables or Combustible Storage" sign
_____	2. Staff knows evacuation policy/procedure	_____	c. Flammables stored in approved flammables refrigerator
_____	3. Staff knows disaster preparedness plan	_____	d. "Not for Human Consumption" label on ice machine
_____	4. Staff knows location of flash light/radio	_____	e. Approp hazard sign is posted (if applicable)
_____	h. Hand hygiene is practiced.		<b>8. CENTRIFUGE/INCUBATORS/WATER BATH</b>
_____	1. Sink is available with paper towels and soap.	_____	a. Appropriate hazard sign is posted
_____	2. Hand sanitizer is available (if applicable)	_____	b. Proper maintenance and decontamination procedure
	<b>5. EMERGENCY RESPONSE</b>	_____	c. Centrifuge safety buckets avail. for high speed & high hazard
_____	a. Spill kit available - proper size & type	_____	d. No mercury thermometers are used
_____	b. Spill procedures established - written & available		<b>9. NON-IONIZING EQUIPMENT</b>
_____	c. Lab knows spill response procedure/reporting	_____	a. "For Lab Use Only" sign on microwave
_____	d. Staff is trained on emergency procedure/reporting.	_____	b. Warning sign to protect eyes/skin against UV light
		_____	c. Warning sign to protect against laser

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