

General Laboratory Safety Checklist

Laboratory Supervisor:	Auditor	Date:
Department:		Building/Room #
Area Use:		Phone #
Notes:		

	Compliant	Not Compliant	N/A	Comments
Training and Documentation				
1. Responsibility Sign posted at entrance				
2. Chemical Hygiene Plan (CHP) available				
3. Chemical Hygiene Plan current and Reviewed Annually				
4. Emergency Action Plan current and available				
5. New personnel trained				
6. Basic Safety Training completed by all employees				
7. Departmental Annual Safety Training conducted				
8. Specialized Training Requirements conducted and documented				
9. Satellite Accumulation Area (SAA) Inspection records current and available from previous year				
10. Records of radioisotopes or radiation producing equipment authorizations				
11. Lockout/Tagout (LOTO) procedures available and current				
12. LOTO procedures utilized by employees				
Housekeeping, Egress, and Security				
1. No food or drinks				
2. No clutter				
3. No uncleaned spills or chemical residue				
4. Aisles and exits 28" wide and unobstructed				
5. 18" clearance around sprinklers				
6. No accumulation of rubbish or trash				
7. No trip hazards				
8. 36" clearance from combustible materials and ignition sources (i.e. heaters)				
9. Work area secure when not in use				
10. Sink for handwashing present in lab				
Personal Protective Equipment (PPE)				
1. Hazard assessments conducted for procedures performed				
2. Reusable PPE maintained and stored properly				
3. Appropriate gloves available				
4. UMaine Respiratory Protection program used				
5. Eye/Face protection available				
6. Appropriate lab coats available				
7. Noise protection available				
Ventilation/Fume Hoods				
1. Annually certified				
2. Undamaged				
3. Fume hoods				

	Compliant	Not Compliant	N/A	Comments
a. Used correctly				
b. Check before use with hazardous materials				
c. Used when working with volatile hazardous chemicals				
d. "Storage Only" label when used for chemical storage				
4. Biosafety Cabinets				
a. Inspected annually by certified contractor				
b. Exhausted outdoors where hazardous chemicals are used				
Electrical				
1. Extension cord use temporary				
2. Outlets near water GFCI protected				
3. Flexible cords protected from damage				
4. 3 ft. Clearance around electrical (breaker) boxes				
5. No electrical overloading				
6. Shock hazards have proper signage				
7. Proper grounding in use				
Emergency Equipment				
1. Eyewashes				
a. Unobstructed				
b. Flushed weekly				
c. Functional and installed properly				
2. Safety Showers				
a. Unobstructed				
b. Flushed weekly				
c. Functional and installed properly				
3. Spill Kits and First Aid:				
a. Stocked properly				
b. Readily accessible				
c. Disinfectant available (Bio)				
d. Broom, dustpan, forceps available				
e. Calcium gluconate available for Hydrofluoric Acid				
4. Fire Extinguishers				
a. Authorized use documented				
b. Training completed within the last 3 years				
c. Correct type present				
d. Readily accessible				
Hazardous Materials Storage				
1. No food or drinks				
2. Refrigerators labeled: "Not for Storage of Food for Human Consumption"				
3. Current hazardous chemical inventory accessible in work area				
4. Safety Data Sheets (SDS) current and available				
5. GHS labels visible on containers				
6. Secondary containment used				
7. Containers closed and free of external contamination				
8. Stored per chemical compatibility				
9. Containers upright and appropriate				
10. Flammable liquids, 10 gallons or more, stored in flammable storage cabinets				
Waste Storage				
1. Container in good condition				
2. Containers closed and free of external contamination				
3. GHS labels visible on containers				
4. Secondary containment used				
5. Vented caps used when necessary				

	Compliant	Not Compliant	N/A	Comments
6. Sharps and glass disposed of properly				
7. No waste accumulation				
8. Biohazard waste bag & containers labels with BH symbol (Bio)				
Other Equipment				
1. Vacuum protected with traps				
2. Exhaust vented properly				
3. Vacuum glassware coated				
4. Machine guards in place				
5. Mercury thermometers not in use				
6. Chemically resistant work surfaces present				
7. Tubing in good condition				
8. Equipment properly secured				
9. Proper engineering controls/ventilation used				
Compressed Gases Present? <input type="checkbox"/> Y <input type="checkbox"/> N				
1. Cylinders secured				
2. Cylinders properly stored when not in use				
3. Away from heat				
4. Total number within limit				
5. Tubing compatible with gas				
6. Tubing and fitting in good condition				
7. Spray nozzles equipped with safety tips				
8. Away from exits				
9. Flammable and Oxidizing gases separated				
10. Toxic gases in enclosures				
Flammable Liquids Present? <input type="checkbox"/> Y <input type="checkbox"/> N				
1. 10 gallons or more, stored in flammable storage cabinets				
2. Cabinets labeled				
3. Away from heat or ignition source				
4. Certified refrigerators used				
Peroxide Forming Chemicals Present? <input type="checkbox"/> Y <input type="checkbox"/> N				
1. Peroxide formers dated				
2. Tested regularly and documented				
Explosive Materials Present? <input type="checkbox"/> Y <input type="checkbox"/> N				
1. Material that becomes explosive when dry				

Specialized Safety Training Needed (Check all that apply)		
<input type="checkbox"/> Animal Allergy and Zoonoses	<input type="checkbox"/> Hazardous Waste (SAA)	<input type="checkbox"/> Noise Protection
<input type="checkbox"/> Biosafety and/or Bio Waste	<input type="checkbox"/> Ladder Safety	<input type="checkbox"/> Portable Fire Extinguishers
<input type="checkbox"/> Chemical Spill Cleanup Training	<input type="checkbox"/> Laser Safety	<input type="checkbox"/> Radiation Safety
<input type="checkbox"/> Field Work	<input type="checkbox"/> Lockout/Tagout	<input type="checkbox"/> Respirator/Respiratory Protection
<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____