

General Laboratory Safety Checklist

Laboratory Supervisor:	Auditor	Date:
Department:		Building/Room #
Area Use? (research/instruction):		Phone #

Topic, ✓ = Compliant, NA = Not Applicable	✓	NA	Comments (If Not Compliant)
Training and Documentation			
CHP available, reviewed annually & documented			
Emergency Action Plan current and available			
New students trained on CHP and Emergency Action Plan			
Basic Safety Training completed by instructor and assigned staff			
Departmental Annual Safety Training conducted			
Specialized Training Requirements conducted and documented? Any deficiencies: Written SOP's, Field Work, Animal Allergy/Zoonosis, Ladder Safety, Hearing Protection Use, etc.			
Radioisotopes or radiation producing equipment			
Radiation and/or Laser Safety Training Provided (if applicable)			
Lockout/Tag out (LOTO) procedures available and current (if applicable)			
LOTO Training provided and documented (if applicable)			
Housekeeping, Egress, and Security			
No food or drink – in lab or refrigerators			
No uncleaned spills or chemical residue			
Aisles and exits 28” wide and unobstructed; no trip hazards			
18” clearance around sprinklers			
No accumulation of trash			
36” clearance from combustible materials and ignition sources (i.e. heaters)			
Work area secure when not in use			
Sink for handwashing present in lab with soap			
Personal Protective Equipment (PPE)			
Written SOP's with Hazard assessments available for procedures performed			
Appropriate PPE available, maintained and stored properly? If not, PPE that is missing: Gloves, eye and face protection, lab coats, noise, respiratory			
Respiratory training provided and documented (annual records) if applicable			
Fume Hoods			
Certified annually			
Clean, Undamaged			
Used when working with volatile hazardous chemicals			
Not used for chemical storage			
Biosafety cabinets – Inspected annually by vendor			
Electrical			
Work orders in place to install additional outlets where use of an extension cord(s) is necessary			
Outlets near water GFCI protected (< 5')			
Power cords in good shape protected from damage			
3 ft. clearance around electrical (breaker) boxes			

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Power strips not connected to other power strips			
Ground pins on all cord plugs			
No electrical overloading; shock hazards with appropriate signage			
Emergency Equipment			
Eyewashes/Safety showers (Unobstructed, Functional and installed properly, flushed monthly by FM)			
Eyewashes flushed weekly by staff (if plumbed in work area)			
Spill Kits and First Aid: Stocked properly, readily accessible			
Spill Kit Training provided and documented (if applicable)			
Disinfectant available (Biological Work Areas): Bleach, ethanol			
Broom, dustpan, forceps available			
Fire Extinguishers: Unobstructed, in good condition, inspected monthly			
Portable Fire Extinguisher Training provided at least every 3 years if staff expectations require their use.			
Hazardous Materials/Chemicals and Waste Storage			
Refrigerators labeled: "Not for Storage of Food for Human Consumption"			
Satellite Accumulation Area (SAA) Inspection records current with previous years records available (if hazardous waste is being stored)			
SAA Training records available (if hazardous waste is being stored)			
Current chemical inventory accessible in work area			
Safety Data Sheets (SDS) current and available			
GHS labels visible on primary and secondary containers with adequate and accurate information communicating names, dates prepared, hazards, and ownership			
Chemical Waste labeled with a "Hazardous Waste" label or "Non-Hazardous Waste" label			
Secondary containment provided and used for hazardous liquid chemicals and waste			
Containers closed and free of external contamination			
Chemicals stored per chemical compatibility			
Containers upright and appropriate design for chemical or waste being stored			
Flammable liquids stored in labelled flammable storage cabinets			
Sharps and glass waste containers available (where needed)			
Bio-waste containers properly identified			
Biological Safety and Blood borne Pathogens Training Provided and Documented (if applicable)			
Other Equipment			
Machine guards in place			
Chemically resistant work surfaces present and in good condition			
Equipment properly secured			
Tubing in good condition			
Compressed Gases			
Cylinders secured from tipping over			
Tubing and fitting(s) in good condition			
Flammable and Oxidizing gases separated			
Toxic gases stored and used in a secure, well ventilated location			
Peroxide Forming and Explosive Chemicals			
Peroxide formers dated when opened			
Tested regularly and documented			
Materials that becomes explosive when dry stored appropriately			