

Laboratory Safety Checklist

Area Checked by:	Date:
Department:	Building/Room:

SEM has developed this checklist to assist UMaine employees with conducting safety self-audits.

Yes	No	NA	Training and Documentation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Responsibility Sign posted at the entrance to the area?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Emergency Action Plan (EAP) current and available?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have all employees completed Basic Safety Training? (www2.umaine.edu/SEM)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the supervisor (or designee) conducted Department Annual Safety Training?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has Specialized Safety Training been identified and conducted, where appropriate?
			<input type="checkbox"/> Animal Allergy and Zoonoses <input type="checkbox"/> Biosafety and/or Bio Waste <input type="checkbox"/> Chemical Spill Cleanup Training <input type="checkbox"/> Field Work <input type="checkbox"/> Portable Fire Extinguishers <input type="checkbox"/> Hazardous Waste (SAA) <input type="checkbox"/> Ladder Safety <input type="checkbox"/> Laser Safety <input type="checkbox"/> Lockout/Tagout <input type="checkbox"/> Radiation Safety <input type="checkbox"/> Respirator/Respiratory Protection <input type="checkbox"/> _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are training requirements documented with records maintained within the work area?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the Chemical Hygiene Plan (CHP) available, current, and reviewed annually? Is training conducted initially for new personnel and as changes occur in the laboratory for all personnel?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are department/laboratory specific protocols (Standard Operating Procedures/SOPs) in the CHP? Including criteria for determining and implementing control measures to reduce exposure to particularly hazardous substances (e.g. Designated areas and decontamination schedules for use of Class A Carcinogens)?
			If fire extinguisher use is authorized, has training been completed within last three years?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If biological materials are used, are protocols (SOP's or biosafety manual) available?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are radioisotopes or radiation producing equipment authorization(s)/records available?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are Satellite Accumulation Area (SAA) inspection records available for the previous year?
Yes	No	NA	Housekeeping, Egress and Security
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the work area secured when not in use (when not occupied for radiation areas)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the area free from accumulation of rubbish or trash?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are glass and other "sharps" disposed of in puncture resistant containers?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are aisles, pathways, and secondary corridors at least 28 inches wide?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are egress pathways, hallways and stairways kept clear of storage and trip hazards?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are eyewashes, emergency showers, fire extinguishers, & electrical panels accessible?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are working surfaces clean & free of chemical residues?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do sprinklers have at least 18 inches of unobstructed clearance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are combustible materials stored at least 36 inches from ignition sources (e.g., heaters)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is shelving stable, loaded safely, and within weight capacity?
Yes	No	NA	Hazardous Materials
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is eating/drinking prohibited in areas where hazardous chemicals are used or stored?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is there a current inventory of hazardous chemicals accessible within the work area?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are current Safety Data Sheets (SDS) available to all workers in the lab?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are containers labeled to identify their contents and any applicable hazard warnings?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are chemical/biohazard/radiation containers labeled (including waste containers)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are chemical containers free of external contamination and kept closed when not in use?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are chemical/waste containers stored by compatibility (i.e., in separate cabinets)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are flammable liquids in excess of 10 gallons stored in a flammable storage cabinet?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are devices containing sealed sources marked with caution radiation signs?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are hazardous wastes stored away from drains or in secondary containment?
Compressed Gasses			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are compressed air spray nozzles equipped with safety tips?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are compressed gas lines and fittings on equipment checked for problems regularly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are compressed gas lines that are not readily identifiable labeled?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all compressed gas cylinders properly labeled secured and stored?
Yes	No	NA	Personal Protective Equipment (PPE)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have PPE hazard assessments been conducted for job tasks that require PPE?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is reusable PPE maintained and stored in clean and serviceable condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do workers use all necessary PPE, while performing tasks?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are respirators used in compliance with UMaine Respiratory Protection Program?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a noise evaluations been performed for all loud tasks and/or equipment?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have you attempted to control exposures through engineering controls?
Yes	No	NA	Ventilation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fume hoods annually certified and checked before use with hazardous materials?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are fume hoods used when working with volatile hazardous chemicals?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If chemicals are stored within a fume hood is it labeled "Storage Only"?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are biosafety cabinets inspected annually by a certified contractor?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are biosafety cabinets where hazardous chemicals are used exhausted outdoors?
Yes	No	NA	Electrical
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all grounded circuits, necessary by design, complete and functioning properly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all flexible cords protected from damage (severe bends, shear points, pinching, etc.)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are extension cords only used temporarily, and not in place of permanent wiring?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all electrical outlets near a water source GFCI protected?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do electrical boxes (breakers boxes) have at least 3' of clearance?
Yes	No	NA	Emergency Equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are emergency eyewash stations present for immediate use (where corrosives are used)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are emergency eyewash stations maintained properly (flushed weekly and accessible)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are spill kits adequate for the work being performed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is an emergency phone available with emergency phone numbers posted?
Yes	No	NA	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are required Lockout/Tagout procedures available & current for equipment maintenance?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are laboratory ovens maintained to manufacturers' recommendation or inspected/serviced at least every two years?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are laboratory oven thermostats and safety cut offs working correctly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are hydraulic systems checked regularly?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are overhead cranes or hoists used in accordance with all university requirements?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Have workers who use ladders been trained to visually inspect them prior to using?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are industrial truck used in accordance with all university requirements?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do employees utilize written LOTO procedures for specific pieces of equipment or machinery?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all open belts, gears, chains, rotating shafts, and pulleys adequately guarded?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are confined space entries performed in conformance with the confined space program?