Laboratory Checklist

Department__________________________________________________________

Department Manager/Supervisor ____________________________________________

I. Hazard Communication
1. ___Is the Chemical Hygiene Plan reviewed and evaluated annually?
2. ___Is the Chemical Hygiene Plan available and accessible?
3. ___Have the employees been trained on the details of the Chemical Hygiene Plan?
4. ___Is there a Uniform Lab Hazard Sign (ULHS) at each entrance?
5. ___Is there an evacuation route in relationship to the work area?
6. ___Are there emergency # stickers on the phones?
7. ___Is the Chemical Inventory List (CIL) current?

II. Chemical Storage
1. ___Are all containers properly labeled?
2. ___Are peroxide formers present?
3. ___If yes, are they dated at the time of purchase?
4. ___Are chemicals stored by hazard class?
5. ___Is a carrying container used when transporting chemicals by hand?
6. ___Are containers free of evidence of leakage or deterioration?
7. ___Are there any unknown chemicals in the lab?

III. Fire Protection and First Aid
1. ___Has fire extinguisher training has been conducted within the last year?
2. ___Are fire extinguishers accessible?
3. ___Are extinguishers appropriate for the type of materials used in the labs?
4. ___Are extinguisher inspections current?
5. ___Is first aid equipment available?

IV. Gas Cylinders
1. ___Are gas cylinders strapped and secure when in use?
2. ___Are cylinders capped and chained when not in use?
3. ___Are gas cylinders transported by a dolly?
4. ___Are gas cylinders away from heat sources?
5. ___Are cylinders labeled?
6. ___Are gases grouped by type of gas?

V. Refrigerators
1. ___If flammable liquids are stored in a refrigerator, is the refrigerator suitable for flammable solvent storage?
2. ___Are food prohibition regulations observed?
VI. Personal Protective Equipment
1. Are respirators utilized?
2. If yes, are personnel trained?
3. Is eye protection worn?
4. Are appropriate gloves used?
5. Are necessary safety shields used?
6. Are appropriate shoes worn?
7. Are aprons or lab coats worn?

VII. Housekeeping
1. Is eating, drinking, smoking, and applying cosmetics prohibited in lab area?
2. Are aisles clear and unobstructed?
3. Is there a spill kit in the lab?
4. Is a hazardous waste collection system in use?

VIII. Electrical Safety
1. Is the electrical equipment correctly grounded?
2. Are the electrical cords in safe condition?
3. Does the lab avoid the use of extension cords as permanent power supplies?
4. Are circuit breakers unobstructed?

IX. Safety Shower
1. Does the lab have a safety shower?
2. If yes, is it per code?
3. Was it inspected within the last 6 months? Check tag and document the date:_________
4. Is it clearly indicated and accessible?

X. Eyewash Stations
1. Does the lab have an eyewash station?
2. If yes, is it per code?
3. Is it inspected monthly? Check tag and document the date:_________
4. Is it clearly indicated and accessible?
5. Does it pass the operational test given by the surveyor?

XI. General Safety
1. Are there any odors in the lab?
2. Are there any loud noises in the lab?

XII. Comments
1. Does the lab have an unkempt appearance?
2. Is there a fume hood? If so, is it inspected at least annually for proper operation?
3. Does lab have any non-standard locks on lab doors?