



Safety Inspection Checklist: Laboratories, Lab Classrooms and Related Stockrooms

This form has been developed to assist Lane Staff in identifying, and when necessary, correcting safety hazards. OSHA requires workplace inspections to be done quarterly in a calendar year.

Please send completed form to: **Dawn Barth, Risk Management**

Completed by:	Phone:	Date:
Building / Area(s):		
Work orders submitted if applicable:		

General Laboratory Safety	yes	no	NA	Comments; explain "no"
1. Are emergency telephone numbers and procedures posted?				
2. Are first-aid kits easily accessible, with necessary supplies available, periodically inspected and replenished as needed? (See SafeLane for recommended First Aid Kits Supply List).				
3. Are appropriate warning signs posted near lab entrances?				
4. Are lab benches and work areas free of clutter and spilled chemicals ?				
5. Are equipment and hand-tools in good working condition?				
6. Have modifications to equipment been done in an approved and safe manner?				
7. Are materials organized, stacked, and stored safely with heavy objects on low shelves to prevent sprain or strain and injury during an earthquake?				
8. Are shelves, cabinets, equipment over 4 feet in good condition and with seismic restraints, e.g. lips, wires, or bracing?				
9. Are portable fans provided with full guards having openings of ½ inch or less?				
10. Is the room clear of signs of water leaks or water damage, i.e., no stained ceiling tiles?				
11. Are ventilation registers kept unblocked?				

Walkways / Exit / Egress	yes	no	NA	Comments; explain "no"
1. Are walking surfaces kept dry or appropriate means taken to ensure that surfaces are slip-resistant?				
2. Are aisles and passageways at least 22 inches wide and kept free of obstruction, and objects kept greater than 18 inches away from doorknobs throughout door path?				
3. Are floors in good condition with no trip hazards?				
4. Are materials stored so sharp objects do not obstruct walkway?				
5. Are all exits marked with an exit sign and illuminated by a reliable and clearly visible light source?				
6. Are corridors and exits free and clear of all obstructions and exit doors unlocked from the inside ?				
7. Do inside release mechanisms on cold-storage rooms work?				
Electrical Safety				
Electrical Safety	yes	no	NA	Comments; explain "no"
1. Are electrical cords in good condition with no fraying, no exposed wire, no deteriorated insulation, no missing grounding prong?				
2. Are power strips and extension cords connected directly into wall (NOT into another power strip)?				
3. Is equipment like a refrigerator or microwave oven plugged directly into the wall (NO extension cord or power strip used)?				
4. Are all electrical enclosures such as switches, receptacles, and junction boxes provided with tight-fitting covers or plates?				
Fire Protection				
Fire Protection	yes	no	NA	Comments; explain "no"
1. Are combustible materials , such as paper and cardboard, kept to a minimum and 36 inches from any heat source?				
2. Are materials stored 24 inches from ceiling in non-sprinklered rooms, 18 inches in sprinklered rooms?				
3. Are fire extinguishers present in adequate numbers and types ?				
4. Are fire extinguishers mounted in identifiable and unobstructed locations?				
5. Is the fire extinguisher inspection tag current ?				

6. Are fire alarm pull boxes clearly identifiable and unobstructed ?				
7. Are sources of heat such as hot plates kept away from flammable materials and not on combustible surfaces?				
8. Are self-closing fire doors free of door-stops and obstructions?				
Portable Ladders	yes	no	NA	Comments; explain "no"
1. Are ladders are in good condition , joints between steps and side rails tight, all hardware and fittings securely attached, and movable parts operating freely without binding or undue play?				
2. Are ladder rungs and steps free of grease and oil ?				
3. Are portable metal ladders marked with signs reading "CAUTION – Do Not Use Around Electrical Equipment" or equivalent words?				
Personal Protective Equipment (PPE)	yes	no	NA	Comments; explain "no"
1. Are ANSI approved protective goggles or face shields or appropriate safety glasses provided and worn at all times in areas where there are caustic or corrosive materials or danger of flying material and eye injury?				
2. Are protective gloves, aprons, shields, or other protection provided against cuts, corrosive liquids and chemicals?				
3. Is all protective equipment maintained in a sanitary condition and ready for use?				
Fume Hoods (if hazardous chemicals are used in the lab)	yes	no	NA	Comments; explain "no"
1. Is a fume hood available in an area where hazardous chemical fumes may be generated?				
2. Is fume hood free of clutter ?				
3. Are containers and equipment at least 6 inches back from the fume hood face?				
4. Is arrangement of equipment inside the fume hood such that airflow is not obstructed ?				
5. Is the sash closure point of the fume for effective airflow clearly marked?				
6. Is the air flow indicator on the fume hood working?				
7. Has the fume hood has been inspected within last 12 months and capable of drawing at least 100 +/-10 feet per minute as indicated on the inspection tag?				

Hazardous Materials / Chemical Safety	yes	no	NA	Comments; explain "no"
1. Do chemical containers have original product names (or full chemical names) and GHS hazards clearly identified on labels?				
2. Are Safety Data Sheets and chemical inventory lists readily available, current, and in good order?				
3. Are containers of non-hazardous substances (e.g., water) labeled explicitly to avoid confusion?				
4. Are chemical containers in good condition (e.g., labels intact, metal cans free of rust, plastic containers not degraded or caved in) and closed when not in use?				
5. Is secondary containment for hazardous liquid chemicals in place and in good condition?				
6. Are spill kit(s) available and appropriate for the types of hazardous chemicals used?				
7. Are emergency eye wash and emergency showers for flushing of the eyes and body provided where caustic or corrosive liquids or materials are handled? Are emergency eyewash/safety showers operational and inspected weekly with the weekly test log updated?				
8. Are signs posted that prohibit eating and drinking in labs and areas where hazardous / toxic chemicals are used?				
9. Are signs posted on refrigerators used for storage of hazardous chemicals that prohibit storage of food/drink for human consumption?				
10. Are stored chemicals properly segregated by hazard class (e.g., flammables away from oxidizers, acids separate from bases, incompatible acids separated)?				
11. Is storage of chemicals above eye level (~48 inches) avoided?				
12. Is ventilation in chemical storage rooms working?				
13. Are flammable liquids stored in OSHA/NFPA approved cabinets and safety containers?				
14. Are flammable liquids requiring refrigeration stored in either explosion proof or flammable resistant refrigerators and freezers (i.e., no regular refrigerators)?				
15. Are ignition sources avoided where flammables are used/stored?				
16. Are corrosives stored in acid cabinets or appropriate cabinets?				

17. Are peroxide forming chemicals properly labeled and regularly inspected with labels indicating dates?				
18. Are bottle carriers or deep-tray chemical resistant carts available and used when transporting hazardous chemicals between work areas?				
19. If applicable, is proper signage posted for designated areas where high hazard chemicals such as carcinogens are used?				
Biological Safety (if biological materials are used in this area)				
	yes	no	NA	Comments; explain "no"
1. Is storage of biological materials kept out of hallways?				
2. Are biohazard signs posted in lab areas where infectious materials (BSL2 and higher) are handled?				
3. Are temperature and pressure gauges on autoclaves and sterilizers legible and in good condition?				
4. Are thermal gloves provided for handling items from autoclave?				
5. Are disinfectants on hand for sanitizing bench tops and treating spills?				
Ionizing Radiation Safety (if radioactive materials are used/stored in this area)				
	yes	no	NA	Comments; explain "no"
1. Is proper shielding available for radioactive materials used?				
2. Is an appropriate radiation meter available for measuring radioactive materials, and are meters calibrated if materials used are regulated?				
3. Are appropriate signs (radiation labels, notice to employees) posted on specimens and where radioactive materials are stored/used?				
4. Is radioactive material secured/locked against unauthorized access?				
Non-Ionizing Radiation Safety (Lasers)				
	yes	no	NA	Comments; explain "no"
1. Is eye protection available specific to the Class of Lasers used?				
2. Have laser hazard warning signage been posted?				
Compressed Gas Safety (if compressed gas cylinders are used/stored in this area)				
	yes	no	NA	Comments; explain "no"
1. Are cylinders stored upright and properly secured at all times?				
2. Are caps properly secured when cylinders not in use?				

3. Are proper regulators for gas type are used and pressure bled when not in use?				
4. Are cylinders in good condition and clearly marked with a current inspection date .				
5. Are flammable gases stored separately from oxidizers and toxics in a secure area away from ignition sources?				
6. Are empty cylinders labeled as empty?				
Hazardous Waste				
	yes	no	NA	Comments; explain "no"
1. Is the Satellite Accumulation Area (SAA) for hazardous waste located near where waste is generated?				
2. Is the stored amount of hazardous waste under the allowable SAA maximum (55 gallons for liquids, less for acutely toxic)?				
3. Are hazardous waste containers sturdy, routinely inspected for leaks, compatible with the waste, and kept closed with screw caps or tight- fitting closure (no funnels left sticking out)?				
4. Are containers labeled with the words " Hazardous Waste " and the type of waste contained (full chemical names)?				
5. Is non-infectious biological liquid waste decontaminated (if applicable) prior to drain disposal and solid waste autoclaved or disinfected before disposal?				
6. Are infectious and potentially infectious biological waste materials discarded as regulated medical waste?				
7. Are sharps containers readily available and managed appropriately (not overfilled) where sharps are used?				
8. Are designated special containers for broken glass available and managed properly (not overfilled) where glassware is used?				
9. Is waste oil labeled as such?				