

Building: _____ Room Number: _____ Date: _____

Area Supervisor: _____ Area Use: _____ Phone: _____

General Laboratory Safety

Facility

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|--|-----|----|-----|
| 1. Does the area conform to the definition of a laboratory? | Yes | No | N/A |
| 2. Does the area have at least two exits? | Yes | No | N/A |
| 3. Are exits clearly marked and unobstructed? | Yes | No | N/A |
| 4. Are the appropriate warning signs posted near the lab entrance(s)? | Yes | No | N/A |
| 5. Are emergency procedures and phone numbers clearly posted? | Yes | No | N/A |
| 6. Are aisles unobstructed and maintained at least 36 inches wide throughout? | Yes | No | N/A |
| 7. Are lab benches and work area free of clutter? | Yes | No | N/A |
| 8. Are shelves and cabinets in good condition? | Yes | No | N/A |
| 9. Do shelves have seismic restraints (e.g., lips or wires)? | Yes | No | N/A |
| 10. Are shelves and cabinets secured to the walls? | Yes | No | N/A |
| 11. Is storage above eye level minimized and the items restrained from falling? | Yes | No | N/A |
| 12. Are first aid materials readily available? | Yes | No | N/A |
| 13. Are fire extinguishers readily available? | Yes | No | N/A |
| 14. Are safety showers/eye wash stations accessible within 10 seconds via an unobstructed route (e.g., no closed doors)? | Yes | No | N/A |
| 15. Has the safety shower been tested and documented within the past year? | Yes | No | N/A |
| 16. Has the eye wash station been tested, flushed, and documented at least monthly? | Yes | No | N/A |
| 17. Are smoking, eating, and drinking prohibited in the lab? | Yes | No | N/A |
| 18. Are refrigerators and freezers clearly labeled "Not for Storage of Food for Human Consumption?" | Yes | No | N/A |
| 19. Are refrigerators with flammables an approved type for flammables? | Yes | No | N/A |

Right-to-Know

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|--|-----|----|-----|
| 20. Is the Hazardous Chemical Right-to-Know Poster prominently displayed in the building? | Yes | No | N/A |
| 21. Is the Hazardous Chemical Right-to-Know Notebook accessible to employees? | Yes | No | N/A |
| 22. Has an up-to-date inventory been maintained for all hazardous materials? | Yes | No | N/A |
| 23. Are SDSs maintained and readily available at all times employees are present? | Yes | No | N/A |
| 24. Are employees familiar with the Chemical Hygiene Plan? | Yes | No | N/A |
| 25. Do employees know the location of the chemical inventory, SDSs, and related reference material? | Yes | No | N/A |
| 26. Are employees currently trained in accordance with RTK and Laboratory Standard regulations and documented? | Yes | No | N/A |
| 27. Are employees familiar with the information and training requirements of RTK? | Yes | No | N/A |
| 28. Are employees familiar with the physical and health hazards of chemicals in the work area? | Yes | No | N/A |

29. Are employees able to describe how to detect the presence or release of hazardous materials?	Yes	No	N/A
30. Do employees know how to protect themselves and others from the effects of hazardous materials?	Yes	No	N/A
31. Are all storage containers clearly labeled in English with chemical names, CAS Numbers, percent composition (for mixtures), and hazard warnings?	Yes	No	N/A

Personal Protection

32. Has a workplace hazard assessment and certification been completed?	Yes	No	N/A
33. Is a fume hood available?	Yes	No	N/A
34. Is the fume hood free of clutter?	Yes	No	N/A
35. Has the fume hood been inspected within the last 12 months and capable of drawing at least 100 LFPM (or more if appropriate)?	Yes	No	N/A
36. Are fume hoods equipped with air flow indicators?	Yes	No	N/A
37. Are fume hoods labeled "Not for Perchloric Acid" unless designed as a dedicated perchloric acid hood?	Yes	No	N/A
38. Are the appropriate type goggles and face shields worn?	Yes	No	N/A
39. Are lab coats of appropriate material available and worn?	Yes	No	N/A
40. Are appropriate gloves available and worn?	Yes	No	N/A
41. Is appropriate respiratory protection available?	Yes	No	N/A
42. Are respirators cleaned, stored, and inspected regularly?	Yes	No	N/A
43. Is respirator training done and documented along with fit test and medical evaluation of employees?	Yes	No	N/A
44. Is mechanical pipetting used – no mouth suction?	Yes	No	N/A
45. Do personnel wear shoes that fully cover feet and full length trousers to protect legs?	Yes	No	N/A
46. Is long hair confined and inappropriate jewelry removed?	Yes	No	N/A

Compressed Gases

47. Are cylinders stored upright and properly secured at all times?	Yes	No	N/A
48. Is the storage area dry, cool, and well ventilated?	Yes	No	N/A
49. Are caps properly secured when cylinders are not in use?	Yes	No	N/A
50. Are proper regulators for type gas ALWAYS used and pressure bled when not in use?	Yes	No	N/A
51. Are cylinders in good condition and clearly marked?	Yes	No	N/A
52. Are flammables stored separately from oxidizers, and are toxics in a secure area?	Yes	No	N/A
53. Are cylinders of flammable gases stored in ventilated enclosures?	Yes	No	N/A
54. Are cylinders moved on cylinder trucks with regulators removed and caps secured?	Yes	No	N/A
55. Are cylinders of gases with NFPA health hazard 3 or 4 stored in continuously ventilated enclosures?	Yes	No	N/A
56. Are cylinders of gases with NFPA health hazard 2 with no physiological warning properties stored in continuously ventilated enclosures?	Yes	No	N/A

Chemicals

57. Are flammable liquids stored in OSHA/NFPA approved cabinets if more than 10 gallons without approved safety containers?	Yes	No	N/A
58. Are ignition sources avoided when using/storing flammables?	Yes	No	N/A
59. Are containers segregated by hazard class – flammables away from oxidizers, acids separate from bases, incompatible acids separated (e.g., nitric acid not with sulfuric or acetic acid), etc.?	Yes	No	N/A
60. Are corrosives stored in acid cabinets or other appropriate cabinets?	Yes	No	N/A
61. Are chemicals stored at eye level and below?	Yes	No	N/A
62. Are chemicals stored away from light and heat sources?	Yes	No	N/A
63. Are chemical containers in good condition, with labels intact (e.g., metal cans free of rust)?	Yes	No	N/A
64. Are containers labeled with receipt date and date opened?	Yes	No	N/A
65. Are containers closed unless actively adding/removing contents?	Yes	No	N/A
66. Are peroxide formers properly labeled and inventory tracked?	Yes	No	N/A
67. Is picric acid sufficiently wet?	Yes	No	N/A
68. Are large containers (4L or greater) stored near the floor?	Yes	No	N/A
69. Are bottle carriers utilized when transporting hazardous chemicals between work areas?	Yes	No	N/A
70. Are proper signs placed to delineate designated areas where HTOX, REP, and CAR chemicals are used?	Yes	No	N/A
71. Are designated areas properly cleaned and decontaminated?	Yes	No	N/A
72. Is the spill procedure prominently posted and information filled in by laboratory personnel?	Yes	No	N/A
73. Are spill control materials readily available and personnel familiar with how to use them?	Yes	No	N/A

Waste Management

74. Is hazardous waste properly labeled with the words "Hazardous Waste," a list of contents, and accumulation start date?	Yes	No	N/A
75. Is departmental hazardous waste coordinator informed of waste for disposal?	Yes	No	N/A
76. Is the departmental waste reduction plan adopted and in effect?	Yes	No	N/A
77. Is a chemical inventory management/ordering system in place and checked before ordering new chemicals?	Yes	No	N/A
78. Does the department have a system to determine hazardous waste generation rate and quantity accumulated on site?	Yes	No	N/A
79. Is a system in place to notify EH&S of acute hazardous waste ("P listed" waste)?	Yes	No	N/A
80. Is a satellite accumulation area near the point of generation?	Yes	No	N/A
81. Are waste containers tightly closed unless actively adding or removing waste?	Yes	No	N/A
82. Does the waste storage area have communication equipment readily available?	Yes	No	N/A
83. Are waste containers inspected weekly and an inspection log maintained?	Yes	No	N/A