

General Lab Safety Inspection Criteria

Category

Criterion

Documentation

Chemical/biological/radiological material inventories are current and on file at EH&S.

Emergency action plan is posted.

Current safety training records are available.

Current safety manuals are available in lab or online, as appropriate.

Standard Operating Procedures (SOPs) have been developed for use of hazardous (chemical/biological/radiological) materials and/or equipment.

Safety Data Sheets (SDSs) for chemical/biological hazardous materials are available.

Safety Surveys are being conducted and documented.

Hazard Inventory Form is complete and on file for each employee.

Fire & Life Safety

Room corridor doors are closed unless held open by alarm deactivating magnets.

Fire extinguishers are charged and unobstructed.

Electric items are used correctly (i.e. cords in good condition, breakered UL power strips, high wattage equipment plugged in directly, no extension cords and no tandem power strips).

Good housekeeping is in evidence. (Exits and aisles are unobstructed. Areas are clean, uncluttered and trash is properly disposed.)

Eyewash and safety shower are available, unobstructed and eyewash flushed monthly (documented) by occupants.

General Safety

Appropriate signage is present on the entry door and within the lab (i.e. emergency contacts, appropriate biosafety level, radiation safety rules, IDPH, equipment markings).

Access to the facility is controlled.

Work practices are being performed safely.

Food, beverages, tobacco products, and cosmetics are absent from work areas.

Sink, soap, and towels are available for handwashing.

Suitable personal protective equipment is available, worn, in good shape, left in the lab and stored properly.

Equipment

Appropriate spill control kit is available.

Appropriate first aid kit is available.

Fume hoods are certified annually and used properly.

Refrigeration equipment is properly labeled.

Vacuum equipment is trapped or filtered.

Chemicals & Storage

Containers (including waste) are appropriately labeled, with names spelled out (no abbreviations, formulas or shorthand) and closed when not in use.

Incompatible chemicals are being stored separately and all chemicals are stored by hazard category.

Flammable liquids are being stored correctly. (>1gal in approved containers, >10gal (accumulative) in flammable cabinet)

Secondary containment is being used with liquid hazardous materials and mercury containing equipment.

Peroxide formers are properly labeled (yellow sticker), dated and disposed of by expiration date or tested as directed by policy.

Gas cylinders are secured, away from heat sources, and capped when not in use.

Waste materials are being stored in a satellite accumulation area (SAA) at or near the point of generation, identified and complying with EH&S signage and picked up within 90 days.