

Eastern Kentucky University
Laboratory Safety Inspection Checklist



Person in Charge of Laboratory:	Person performing inspection:
College:	Department:
Building:	Contact (Phone and email):
Date of Inspection:	Room Number:

The purpose of this checklist is to provide the Principal Investigator, Laboratory Supervisor or the Person-in-Charge-of-the-Laboratory a tool to help perform a self-inspection of each laboratory.

****THIS DOCUMENT IS NOT COMPATIBLE WITH ALL BROWSERS. TO USE APPLE OR ANDROID DEVICES DOWNLOAD ADOBE ACROBAT VIA APP STORE.****

General	Yes	No	N/A
1. Is an emergency communication device (hardline, cell phone, etc.) available/ accessible at all times?			
2. Are laboratory signs available at every entry with current laboratory information?			
3. Are emergency contact numbers posted on signs and current?			
4. Is a first aid kit available and properly stocked?			
5. Is the laboratory generally clean and uncluttered?			
6. Are there any tripping hazards present (cords, etc.)?			
7. Is there an eighteen-inch vertical clearance maintained below fire sprinkler heads (e.g., over shelves)?			
Comments:			

Eating/Drinking	Yes	No	N/A
1. Are users allowed to eat or drink in the laboratory?			
2. Are foods/drinks stored in refrigerators in the laboratory?			
3. Are foods/drinks prepared in the laboratory?			
4. Do users chew gum, use smokeless tobacco, or apply cosmetics in the laboratory?			
Comments:			

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Egress and Access Pathways	Yes	No	N/A
1. Exit pathways and doors clear and unobstructed? (36 inch width)			
Comments:			

Emergency Shower and Eye Wash	Yes	No	N/A
1. Are there any hazardous chemicals used in the labs that could be harmful to eyes or skin? (If the response to the above question is no, proceed to next section.)			
2. Path to the emergency shower and the area around the shower clear and unobstructed?			
3. Path to the emergency eye wash and the area around the eye wash clear and unobstructed?			
4. Is emergency shower routinely tested/flushed? Documentation should be on tags or in a log.			
5. Is emergency eye wash routinely tested/flushed? Documentation should be on tags or in a log.			
Comments:			

Chemical Fume Hoods	Yes	No	N/A
1. Is there a chemical fume hood in your laboratory? (If the response to the above question is no, then proceed to next section.)			
2. Is the equipment inside the fume hood elevated or positioned such that it is not blocking the baffles or air flow?			
3. Is the fume hood being used for chemical storage?			
4. Is adequate working space in front / around the fume hood?			
5. Is the sash operational?			
Comments:			

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Biosafety Cabinets	Yes	No	N/A
1. Is a biosafety cabinet present? (If the response to the above question is no, then proceed to next section.)			
2. Has the cabinet been inspected and certified within the last year?			
Comments:			

Fire Extinguishers	Yes	No	N/A
1. Are fire extinguishers available within the laboratory? (If the response to the above question is no, please list the location of the nearest fire extinguisher to the laboratory in the comment section.)			
2. Is access to the fire extinguisher clear and unobstructed?			
3. Are the fire extinguisher type and size appropriate for the laboratory? (Please contact Environmental Health & Safety if necessary)			
4. Are the fire extinguishers checked regularly? (check the tag) * Inspected within the last three months.			
Comments:			

Electrical Safety	Yes	No	N/A
1. Are the equipment cords in good condition?			
2. Are extension cords being used on a permanent basis?			
3. Are the proper extension cords/power strips being used?			
4. Are the electrical outlets/power strips overloaded?			
5. Is there any evidence of "home-made" or temporary wiring?			
6. Are there non-GFCI outlets located within six feet of water use?			
Comments:			

Chemical Safety and Storage	Yes	No	N/A
1. Are there chemicals present in the laboratory? (If the response to the above question is no, then proceed to next section.)			
2. Does the Lab have an up-to-date chemical Inventory? (As required per CHP)			
3. Are all chemical containers in good condition?			

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4. Are there any indications that grounding/bonding is necessary for the transfer of flammable liquids?			
If so, is grounding/bonding being used?			
5. Are flammable liquids stored in a refrigerator?			
6. If so, is it an appropriate refrigerator?			
7. Are acids and bases being stored properly (separated and/or in secondary containment)?			
8. Are reactive/oxidizers segregated from other chemicals?			
9. Are labels in compliance with Global Harmonized System (GHS)?			
Comments:			

Cryogenic Liquids	Yes	No	N/A
1. Are cryogenics used in your Laboratory? (If the response to the above question is no, then proceed to next section.)			
2. Is appropriate personal protective equipment used during the transfer of material?			
3. Is the space where the material stored appropriately ventilated?			
4. Are the appropriate containers being used for storage?			
Comments:			

Hazardous Waste	Yes	No	N/A
1. Do you collect satellite accumulation chemical waste in this laboratory? (If the response to the above question is no, then proceed to next section.)			
2. Is there signage to designate the proper place for chemical waste?			
3. Are waste containers clearly labeled?			
4. Are the words "Satellite Accumulation Waste" clearly present on all containers?			
5. Are waste containers properly closed?			
6. Is there a "start accumulation date" on every waste container?			
7. Are any of the chemical waste containers full?			
8. Is there secondary containment system for all waste containers?			
9. If any containers are full, have arrangements been made to have them moved to the main accumulation chemical site?			
10. Are there any containers where the chemical waste collection process has been discontinued? (Note: If so, that container must be sent to the main accumulation site.)			

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Biohazardous Waste	Yes	No	N/A
11. Is there any Biohazardous material kept or used in the lab?			
12. Are all biohazardous wastes present stored in an appropriately marked container?			
13. Are there any biohazardous bags on the floor, benches, etc. without secondary containment? (this should never happen)			
14. Are all full biohazardous waste bags for autoclaving stored in secondary containers and properly sealed/marked with autoclave indicating tape?			
Comments:			

Peroxide Forming Chemicals	Yes	No	N/A
1. Do you have peroxide forming chemicals in your laboratory? (If the response to the above question is no, then proceed to next section.)			
2. If peroxide forming chemicals stored or used in the laboratory, are they tested routinely for peroxide concentration?			
3. Are containers labeled with purchased/received date?			
4. Are any crystals present in or on the storage containers?			
5. Is perchloric acid stored or used in the laboratory?			
6. If so, is it used in an appropriate fume hood?			
7. Does the fume hood wash down work?			
8. Are non-perchloric activities being conducted in the fume hood?			
Comments:			

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Compressed Gases	Yes	No	N/A
1. Do you have compressed gases in the laboratory? (If the response to the above question is no, then proceed to next section.)			
2. Are compressed gas cylinders stored upright and properly secured?			
3. Are compressed gas cylinders capped when not in use?			
4. Tubing from the cylinder appears adequate and of the proper material?			
5. Have the connections been leak tested?			
6. Are the contents of the cylinders clearly labeled?			
Comments:			

Pressure/Vacuum Operations	Yes	No	N/A
1. Do you have any pressure/vacuum equipment operating in the laboratory? (If the response to the above question is no, then proceed to next section.)			
2. Are the pressure vessels marked with DOT or ASME markings?			
3. Are the inlets and outlets on the vacuum pump clearly marked?			
4. Is the vacuum equipment protected by tape or shielding?			
5. Is the vacuum pump exhausted to a fume hood or exhaust ventilation?			
6. Is there a cold trap on the vacuum pump?			
7. Is there a belt guard on the vacuum pump?			
8. Is the tubing in good condition and connected properly?			
9. Is an autoclave present?			
10. If so, has it been inspected recently?			
Comments:			

Spill Response	Yes	No	N/A
1. Are response/cleanup materials available for small spills?			
2. Are appropriate spill response guidelines or instructions posted?			
Comments:			

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Safety Data Sheets (SDS)	Yes	No	N/A
1. Are SDSs accessible electronically?			
2. If not, are there SDS hard copies available?			
Comments:			

Notes:

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