**LABORATORY SAFETY INSPECTION**

Department: _____ Lab Supervisor _____

Building _____ Inspected By _____

Room _____ Accompanied By _____

Date _____

| **A. General** | **Y** | **N** | **N/A** | **Comments** |
|---|---|---|---|---|
| 1. All work practices at the time of inspection were being performed safely | | | | |
| 2. Is documentation of prior safety inspections and corrections maintained and available? | | | | |
| 3. Have all hazards identified by previous safety audits been corrected? | | | | |

| **B. Security/Physical Plant** | **Y** | **N** | **N/A** | **Comments** |
|---|---|---|---|---|
| 1. Are laboratory doors unlocked when occupied and locked when unoccupied? | | | | |
| 2. Are laboratory doors not blocked or wedged open? | | | | |
| 3. Is lighting adequate in the laboratory? | | | | |
| 4. Are there any detectable vapor odors or other immediate observations of concern? | | | | |

| **C. Safety Plans/ Training** | **Y** | **N** | **N/A** | **Comments** |
|---|---|---|---|---|
| 1. Is the Dickinson College Chemical Hygiene Plan available and do workers know its location? | | | | |
| 2. Do laboratory employees know the identity of the chemical hygiene officer? | | | | |
| 3. Have laboratory employees received documented training on the CHP? | | | | |
| 4. If bloodborne pathogens are used in the laboratory, is the Dickinson College Exposure Control Plan available and do employees know its location? | | | | |
| 5. Have all affected employees received training on the ECP? | | | | |
| 6. Have all affected employees received the Hepatitis B immunization or signed a declination? | | | | |

| **D. Fire/Electrical Safety** | **Y** | **N** | **N/A** | **Comments** |
|---|---|---|---|---|
| 1. Are all exits unobstructed? | | | | |
| 2. Are all aisles in the lab 36” wide and unobstructed? | | | | |
| 3. Flammable/combustible liquids do not exceed NFPA storage limits? | | | | |

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| 4. Are flammable/combustible liquids stored in 1-gallon or less containers? | | | | |
| 5. Do flammable liquid storage cabinets close properly? | | | | |
| 6. Are electrical outlets near water GFCI? | | | | |
| 7. Are plugs, cords, and receptacles in good condition (no splices or frayed cords) and do they not cross aisles? | | | | |
| 8. Is all equipment properly grounded? (three prong plugs in good condition) | | | | |
| 9. Are extension cords used only for temporary operations? (not used in place of permanent wiring, running through walls, ceilings, or doors) | | | | |
| 10. Are all electrical boxes, panels, receptacles covered to protect against electrical shock? | | | | |
| 11. Are circuit breakers labeled to indicate what equipment is served by each? | | | | |

| **E. Emergency Equipment** | **Y** | **N** | **N/A** | **Comments** |
|---|---|---|---|---|
| 1. If corrosive, irritating, or substances toxic by skin contact are being used, does the lab have a safety shower within 25 feet of the lab entrance? | | | | |
| 2. Is the safety shower unobstructed? | | | | |
| 3. Does the safety shower have a tag certifying testing within the past 12 months? | | | | |
| 4. If corrosive, irritating, or substances toxic by eye contact are being used, does the lab have an eyewash station within 25 feet of the lab entrance? | | | | |
| 5. Is the eyewash unobstructed, clean, and are the dust covers in place? | | | | |
| 6. Does the eyewash have a tag certifying monthly testing/flushing? | | | | |
| 7. Are fire alarms unobstructed? | | | | |
| 8. Are all fire extinguishers unobstructed? | | | | |
| 9. Does the fire extinguisher have a tag certifying testing within the past 12 months? | | | | |
| 10. Does the laboratory have access to appropriate spill kits? | | | | |
| 11. Do all employees know that following an incident they must complete an incident analysis form and report injury to the Human Resources department? | | | | |

| **F. Housekeeping** | **Y** | **N** | **N/A** | **Comments** |
|---|---|---|---|---|
| 1. Are floors clean, dry, and uncluttered with chemicals and equipment? | | | | |
| 2. Are bench tops and sinks clean and free of clutter, broken glass, spilled chemicals, and paper litter? | | | | |

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| 3. Are coats, bags, and other personal items stored in appropriate areas, not on bench tops or on the floor? | | | | |
| 4. Is there evidence of food or drink in the laboratory or equipment to prepare food or drink (e.g., microwave ovens and coffee makers)? | | | | |
| 5. Are drawers and cabinets closed when not in use? | | | | |
| 6. Is all glassware free from cracks, chips, sharp edges, and other defects? | | | | |
| 7. Are broken glass boxes replaced when full? | | | | |

| **G. Chemical Use and Storage** | **Y** | **N** | **N/A** | **Comments** |
|---|---|---|---|---|
| 1. Are chemicals stored in cabinets, on shelves, or under lab benches (not on the floor; not in/next to/under the sink)? | | | | |
| 2. No hazardous liquids are stored above the eye level of the shortest person in the laboratory? | | | | |
| 3. Are chemicals (including gas cylinders) stored away from heat and sunlight? | | | | |
| 4. Are refrigerators and freezers used for storage of flammables non-sparking (laboratory safe)? | | | | |
| 5. Are refrigerators and freezers cleaned and defrosted on a regular basis? | | | | |
| 6. Are incompatible chemicals stored separately (e.g., acids, bases, oxidizers, flammables, etc. . .)? | | | | |
| 7. Are oxidizing acids (e.g., nitric acid) segregated from oxidizable materials (e.g., acetic acid, propionic acid, etc. . .)? | | | | |
| 8. Are approved flammable containers used? | | | | |
| 9. Are water and air reactive compounds properly stored (e.g., immersed in appropriate solutions, desiccant, etc. . .)? | | | | |
| 10. Are unstable nitro compounds (e.g., picric acid, dinitrophenylhydrazine) properly wetted? | | | | |
| 11. Are compressed gas cylinders secured in an upright position? (cylinders without valve protection caps must be individually secured) | | | | |
| 12. Are valves of gas cylinders capped when not in use? | | | | |
| 13. Are regulators shut off when not in use? | | | | |
| 14. Are oxygen (or oxidizers) and flammable gases stored separately? | | | | |
| 15. Are all instruments exhausting hazardous gas vented to the hood? | | | | |
| 16. Are particularly hazardous substances used only in designated areas? (particularly hazardous substances include but are not limited to: select carcinogens, reproductive toxins, select agents, and materials with high | | | | |

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| acute toxicity) | | | | |
| 17. Are all chemical bottles capped? | | | | |
| 18. Are unneeded items disposed of or returned to the stockroom? | | | | |

| **H. Labels and Signs** | **Y** | **N** | **N/A** | **Comments** |
|---|---|---|---|---|
| 1. Are all containers labeled, showing chemical contents and appropriate hazard warnings (including secondary containers, wash bottles, and reagent bottles)? | | | | |
| 2. Are there designated and labeled areas for handling and storing particularly hazardous substances? | | | | |
| 3. Are peroxide forming and shock-sensitive materials labeled with the date they were first opened? | | | | |
| 4. Are refrigerators and freezers used for storage of flammables properly labeled (explosion proof)? | | | | |
| 5. Are non-spark-proof refrigerators (household-type) labeled as “Unsafe for Flammable Storage”? | | | | |
| 6. Are food and drink stored in areas where hazardous materials are used or stored clearly marked, “Laboratory Use Only – Not For Human Consumption”? | | | | |
| 7. Are compressed gas cylinders labeled (yellow tags: Full/Empty/In Use)? | | | | |
| 8. Is the chemical waste storage area in the laboratory designated with a “Satellite Waste Storage Area” sign? | | | | |
| 9. Are containers of waste labeled, “Hazardous Waste” or with other words indicating the identity of the contents? (all containers must have a yellow waste accumulation record) | | | | |
| 10. Are biohazardous materials (including biohazardous waste) appropriately marked with a biohazard symbol? | | | | |
| 11. Do all employees have access to material safety data sheets (MSDS) for hazardous chemicals used in the laboratory? | | | | |

| **I. Fume Hoods/Biosafety Cabinets** | **Y** | **N** | **N/A** | **Comments** |
|---|---|---|---|---|
| 1. Do all fume hoods have a sticker certifying testing within the past 12 months and showing the highest allowable level of the sash for proper operation? | | | | |
| 2. Do all biosafety cabinets have a sticker certifying testing within the past 12 months? | | | | |
| 3. Do fume hoods have a flow indicating device which is working properly? | | | | |
| 4. Are the fume hoods appropriate for the work being done (e.g., radioactive materials and perchloric acid require special fume hoods) | | | | |

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| 5. Are fume hoods on whenever chemicals are in the hood; regardless of whether work is being done? | | | | |
| 6. Are fume hood sashes completely closed when the hood is not in use? | | | | |
| 7. Are fume hood sashes maintained at the correct operating height when work is being performed? | | | | |
| 8. Is the sash glass clean and unobstructed by posters, decals, or other items? | | | | |
| 9. Are electrical receptacles (sockets) outside the hood? | | | | |
| 10. Are ignition sources removed from the hood when flammable liquids or gases are present? | | | | |
| 11. Are fume hoods clean and free from clutter which may impede air flow (e.g., chemicals and equipment which are not being used for the work in progress)? | | | | |
| 12. Is storage in fume hoods kept to a minimum and is it placed so it does not impede proper airflow? | | | | |
| 13. Is work performed at least six inches into the fume hood? | | | | |

| **J. Guards/Shielding** | **Y** | **N** | **N/A** | **Comments** |
|---|---|---|---|---|
| 1. Are all equipment rotating parts guarded (e.g., belts, pulleys, etc. . .)? | | | | |
| 2. Does rotating equipment stop when opened (e.g., centrifuges)? | | | | |

| **K. Personal Protective Equipment (PPE)** | **Y** | **N** | **N/A** | **Comments** |
|---|---|---|---|---|
| 1. Is appropriate eye protection available and used at all times (all occupants of the laboratory must wear eye protection)? | | | | |
| 2. Are protective gloves available and used for laboratory procedures when skin contact with hazardous chemicals may occur? | | | | |
| 3. Are laboratory employees wearing ankle length pants and shoes that completely cover their feet? | | | | |
| 4. Are lab coats available and used? | | | | |
| 5. Is PPE available and used by visitors and lab inspectors when they enter the laboratories? | | | | |
| 6. Does all PPE remain in the laboratory? | | | | |
| 7. Is hand soap available and used? | | | | |

| **L. Hazardous Waste** | **Y** | **N** | **N/A** | **Comments** |
|---|---|---|---|---|
| 1. Sinks do not show signs of hazardous waste disposal? | | | | |
| 2. Are all hazardous waste containers in good condition (no signs of leakage or container damage) | | | | |
| 3. Are all hazardous waste containers kept closed except | | | | |

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| when material is being added or removed? | | | | |
| 4. Is each container made of material that is compatible with the stored hazardous waste? | | | | |
| 5. Are containers not overfilled (head space is maintained)? | | | | |
| 6. Are containers of waste properly segregated and placed in secondary containers for spill containment? | | | | |
| 7. Is there no more than one container for each hazardous waste stream, which is not greater than 55 gallons (or one quart of acutely hazardous waste)? | | | | |
| 8. Are full containers moved from the laboratory to the waste accumulation area within 3 days? | | | | |
| 9. Are empty containers originally containing acutely hazardous chemicals triple rinsed prior to being discarded? | | | | |
| 10. Are dated containers of peroxide formers and shock sensitive materials checked to ensure they do not exceed allowable storage limits? | | | | |
| 11. Are regulated biohazardous/medical wastes segregated from other hazardous wastes? | | | | |
| 12. Are biohazardous sharps placed in rigid, red containers? | | | | |
| 13. Is there a broken glass box for non-recyclable non-contaminated glass? | | | | |
| 14. Is there a collection tool for cleaning up broken glass? (e.g., tongs, dustpan and broom, etc. . .) | | | | |
| 15. Is chemically contaminated glass collected as hazardous waste and not placed in the broken glass box? | | | | |

| **M. Radiation Areas** | **Y** | **N** | **N/A** | **Comments** |
|---|---|---|---|---|
| 1. Are radiation area signs conspicuously posted? | | | | |
| 2. Are entrances to radiation areas locked at all times? | | | | |
| 3. Is the “Notice to Employees” posted? | | | | |
| 4. Are 10 CFR Parts 19 & 20 available to radiation workers? | | | | |
| 5. Is the radiation license (with amendments) available to radiation workers? | | | | |
| 6. Is the radiation safety plan available to radiation workers? | | | | |
| 7. Are all violations posted? | | | | |
| 8. Are all licensed materials appropriately labeled? | | | | |
| 9. Are receipt, transfer, and disposal records maintained? | | | | |

**Additional Comments**:_____

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☐ The laboratory supervisor is required to confirm in writing to the Department of Environmental Health & Safety within 30 days following receipt of this report that the requirements, recommendations, suggestions and/or requests specified in the comments have been completed and/or remediated. The laboratory supervisor's response should be keyed to specific numbered descriptions. If the laboratory supervisor is unable to comply within 30 days with any of the comments, the Department of Environmental Health & Safety must be contacted for assistance.

☐No written reply to the Department of Environmental Health & Safety is required from the laboratory supervisor as a result of this report.