**Laboratory Health and Safety**

**Self -Audit Checklist**

**Department: Building: Lab/Room:**

**Audit Performed by: Date:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Y** | **N** | **NA** | **COMMENTS** |
| 1. **Security**
 |  |  |  |  |
| 1. Doors to the lab operate, close and lock properly.
 |  |  |  |  |
| 1. Windows operate, close and lock properly
 |  |  |  |  |
| 1. Alarm systems are operating properly
 |  |  |  |  |
| 1. **General Working Environment**
 |  |  |  |  |
| The cleanliness and neatness of the work place |  |  |  |  |
| 1. Work areas illuminated and properly identified with signs
 |  |  |  |  |
| 1. Trash removed promptly
 |  |  |  |  |
| 1. Aisles and passageways kept clear
 |  |  |  |  |
| 1. Heavy items stored on lower shelves
 |  |  |  |  |
| 1. Storage at least 18 inches below sprinkler head
 |  |  |  |  |
| 1. Exits
 |  |  |  |  |
| 1. Illuminated signs working
 |  |  |  |  |
| 1. Paths free from obstruction
 |  |  |  |  |
| 1. Alternate exits available
 |  |  |  |  |
| 1. Fire doors not blocked or wedged open
 |  |  |  |  |
| 1. Doors not locked
 |  |  |  |  |
| 1. **Emergency Planning**
 |  |  |  |  |
| 1. Fire extinguishers mounted near doorway
 |  |  |  |  |
| 1. Fire extinguishers unobstructed
 |  |  |  |  |
| 1. Fire extinguishers fully charged
 |  |  |  |  |
| 1. Fire extinguishers tamper indicator in place
 |  |  |  |  |
| 1. Fire alarm pull stations unobstructed
 |  |  |  |  |
|  | **Y** | **N** | **NA** | **COMMENTS** |
| 1. **Required Information/Postings**
 |  |  |  |  |
| 1. Material safety data sheets readily accessible
 |  |  |  |  |
| 1. Written chemical hygiene plan available in lab
 |  |  |  |  |
| 1. **Electrical Hazards**
 |  |  |  |  |
| 1. Flexible cords in good condition and not left lying loose around
 |  |  |  |  |
| 1. Operating manuals of the machines are available
 |  |  |  |  |
| 1. Machines are fixed in an appropriate position
 |  |  |  |  |
| 1. **Personal Protective Equipment**
 |  |  |  |  |
| 1. Eye and face protection available where needed
 |  |  |  |  |
| 1. Goggles and face shields for corrosives
 |  |  |  |  |
| 1. Industrial safety glasses for flying particles
 |  |  |  |  |
| 1. Areas requiring the use of eye protection posted
 |  |  |  |  |
| 1. **Chemical Storage**
 |  |  |  |  |
| Facilities |  |  |  |  |
| 1. Refrigeration units for chemical storage labeled *No Food*
 |  |  |  |  |
| 1. Refrigeration units for food labeled *Food Only*
 |  |  |  |  |
| 1. Chemical storage cabinets properly labeled
 |  |  |  |  |
| 1. Ventilated gas cabinets used for highly toxic gases
 |  |  |  |  |
| 1. No volatile chemical storage in unventilated environmental chambers.
 |  |  |  |  |
| 1. Containers clearly labeled with chemical name(s)
 |  |  |  |  |
| 1. Containers kept closed except during transfers
 |  |  |  |  |
| 1. Storage strictly limited in actively used fume hoods
 |  |  |  |  |
| 1. **Waste Disposal**
 |  |  |  |  |
| 1. Containers labeled with the words *Hazardous Waste*
 |  |  |  |  |
| 1. Constituents of the waste described on the container level
 |  |  |  |  |
| 1. Separate disposal containers available for broken glass
 |  |  |  |  |
| 1. Containers compatible with waste
 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Y** | **N** | **NA** | **COMMENTS** |
| 1. **Flammable Liquids**
 |  |  |  |  |
| 1. Used in fume hood or well-ventilated area
 |  |  |  |  |
| 1. Refrigeration units approved for flammables storage
 |  |  |  |  |
| 1. Flammable liquids not stored near hot plates or other ignition sources
 |  |  |  |  |
| 1. **Compressed Gases**
 |  |  |  |  |
| 1. Toxic, flammable, corrosive gases used in fume hood
 |  |  |  |  |
| 1. Secured from tipping in use
 |  |  |  |  |
| 1. Cylinder carts used for transport
 |  |  |  |  |
| 1. Protective valve caps in place
 |  |  |  |  |
| 1. Empty or unused gas cylinders promptly returned to supplier
 |  |  |  |  |
| 1. **Other Safety Measures**
 |  |  |  |  |
| 1. Eye and body wash equipment available and working
 |  |  |  |  |
| 1. First aid kit available, complete and up to date
 |  |  |  |  |