**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 |  |  |  |  |

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| --- | --- | --- | --- | --- |
|  | **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 |  |  |  |  |