



Laboratory and Research Safety Self-Inspection Form

Submit your completed self-inspection to your department safety officer, who will submit it to EHS for review. A copy must also be kept in the Laboratory and Research Safety binder.

PI/Supervisor: _____ Date: _____
Inspector: _____ Department: _____
Building: _____ Room number(s): _____

Table with 4 columns: Question, Yes, No, NA. Sections include: A. Laboratory and Research Safety Plan, B. Training, C. Signs, D. General Housekeeping, E. Personal Protective Equipment (PPE), F. Safety Equipment: Showers, Eyewashes, and Fire Extinguishers.

	Yes	No	NA
25) Are eyewashes and drench hoses flushed weekly? Date last flushed: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26) Are fire extinguishers in designated locations and are these locations labeled (if necessary)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27) Are fire extinguishers and pull stations accessible and free from obstructions, with 36" of clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Chemical Inventory and Storage			
28) Has chemical inventory been reviewed and updated within the last year in CHIMS? Last updated: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29) Are chemicals dated upon receipt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30) Are all chemicals, especially peroxide formers, within their expiration date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31) Are all chemical containers, including wash bottles, labeled properly, capped, and in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32) Is the storage of chemicals on, above, or next to desks avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33) Are all liquid hazardous chemicals, including corrosives, solvents, and flammables, stored below "eye level"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34) Are chemicals segregated by hazard (organics away from oxidizers, flammables away from oxidizers, acids away from bases)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35) Is chemical storage kept to a minimum, with only chemicals to be used in upcoming work kept on hand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36) Is secondary containment used for elemental mercury use and storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37) If more than 10 gallons total of flammable liquids, including waste, are present in the lab, is it stored in approved safety cans or flammable storage cabinets?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Compressed Gases			
38) Has inventory of compressed gas cylinders been updated within the last year in CHIMS?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39) Are old and/or unused gas cylinders promptly returned to General Stores, the vendor, or submitted for chemical waste pick up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40) Are cylinders properly secured with a strap or chain in an upright position?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41) Are stored cylinders tightly capped and kept to a minimum?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42) Are flammable materials stored more than 20' from oxygen cylinders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43) Are regulators, connections, and tubing in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44) Is flammable gas tubing secured and labeled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45) If toxic gases are used, are appropriate leak sensors or alarms in place, regularly checked, and calibrated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Laboratory Waste			
46) Is a current "Laboratory Satellite Accumulation Area" (SAA) sign hung near waste area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47) Do all chemical waste containers have a green tag attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48) Are all green tags in use filled out completely with name, location, start date, and container contents sections complete?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49) Are SAAs inspected weekly and documentation maintained? Last inspected: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50) Is the current SAA weekly inspection sheet being used to document weekly inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51) Is all waste in the SAA less than 11 months old?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52) Is all waste stored in secondary containment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53) Is total volume of all waste less than 55 gallons?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54) Are only red/orange biohazard labeled bags used for biohazard waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55) Are sharps, including needles, razor blades, scalpel blades, broken glass, etc., disposed of in rigid puncture proof containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Laboratory Appliances			
56) Are only "explosion proof" or "flammable storage" refrigerators/freezers used to store flammables?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57) Are refrigerators/freezers that are not "explosion proof" or "flammable storage" clearly labeled "NO FLAMMABLES ALLOWED"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58) Are refrigerators/freezers labeled for "CHEMICAL/LABORATORY USE ONLY" or "FOOD USE ONLY" and used accordingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	NA
59) Are microwaves labeled for "CHEMICAL/LABORATORY USE ONLY" or "FOOD USE ONLY" and used accordingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60) Are the interiors of appliances in good condition and free of spills or contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. Laboratory Hoods and Local Exhaust			
61) Are chemical fume hoods working properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62) Are chemical fume hoods free of chemical storage and excess equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63) Are hood sashes closed when not accessing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64) Have biological safety cabinets (BSCs) been tested and certified within the last year? Date of last certification: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
65) Has the use of open flames (Bunsen burners, alcohol lps, butane torches, etc.) in BSCs been eliminated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L. Electrical Safety			
66) Is the lab free from exposed wiring and frayed cords?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67) Are extension cords for temporary use only and not overloaded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68) Is the practice of connecting extension cords and power strips in series (daisy chaining) avoided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69) Are electrical panels free from obstruction, with 36" of clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
M. Electrical Equipment or Apparatus Used for Research			
70) Has a risk assessment been performed and documented for each piece of "lab built" equipment according to the <i>Safety Risk Assessment for Lab Electrical Equipment</i> program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71) Has training been performed for those individuals who utilize the equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
72) Has the equipment been modified in the last year? If so, has the risk assessment been updated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
N. Vacuum Equipment			
73) Are vacuum pump belt guards in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
74) Is all glassware attached to vacuum pumps wrapped or shielded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O. Machine Shop Safety			
75) Have all personnel in the lab who use machine shop type tools (e.g. belt sanders, miter saws, band saws, drill presses, lathes, milling machines, laser cutters, etc.) received training? Is the training documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76) Is machine guarding in good condition and working properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P. Ultraviolet Light			
77) Has an SOP been written for the use of ultraviolet light emitting devices?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78) Has appropriate PPE been purchased, and is it being used, for work with ultraviolet light?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Answering 'NO' to any question identifies an area of your lab that may require corrective actions.

Name of PI/Supervisor (print)

Signature of PI/Supervisor

Date

Name of Department Head (print)

Signature of Department Head

Date