

Laboratory Self-Audit Checklist

	YES/NO
Signs and Postings	
1. Is emergency contact information and hazard signage posted outside the door?	
General Workplace Safety	
2. Is there a telephone in service or cellular phone service?	
3. Are heavy items stored on lower shelves?	
4. Are there means available to reach items stored above shoulder level?	
5. Is there 36 inch clearance to circuit breaker panels?	
6. Are aisles and egress pathways clear?	
7. Are fire doors closed and not blocked or wedged open?	
8. Is the clearance from the ceiling at least 24 inches (18 inches if sprinklered)?	
9. Are food and drink kept outside of experimental areas?	
10. Is the storage of combustible materials minimized?	
11. Is the use of mercury containing articles minimized?	
Emergency Equipment	
12. Is a fire extinguisher fully charged and easily accessible?	
13. Are a safety shower and eyewash unobstructed? Have they been inspected within the past 12 months?	
Refrigerators, Freezers, and Ice Machines	
14. Are refrigerators and freezers used for their intended purposes (food and chemicals segregated; flammables in approved fridge/freezer)?	
15. Are refrigerators, freezers, and ice machines properly labeled (i.e. "No food/drink" and "Not for consumption")?	
Fume Hoods	
16. Are the fume hoods functioning and used properly?	
17. Have the fume hoods been inspected within the last 12 months?	
18. Is chemical storage limited in actively used hoods?	
19. Have ductless fume hood filters been inspected and/or changed at appropriate time intervals?	
Other Engineering Controls	
20. Are other engineering controls used? Are they certified and used properly?	
Vacuum Pumps	
21. Are there vacuum pumps trapped, filtered, and exhausted?	
Higher Risk Chemicals	
22. Are the hazards, controls, and disposal procedures for OSHA Particularly Hazardous Substances, pyrophorics, and Acutely Toxic Chemicals documented via standard operating procedures and/or laboratory specific training?	
23. Are water reactive chemicals stored properly (i.e. away from water)?	
24. Are peroxide-forming chemicals dated and not expired?	
25. If HF is present, is calcium gluconate gel available and within the expiration date?	

Laboratory Self-Audit Checklist

Chemical Storage	
26. Are shelving and materials adequate for loads imposed and material stored?	
27. Are all chemical containers in good condition, labeled properly, and closed when not in use?	
28. Are chemicals stored in compatible containers?	
29. Are chemical storage cabinets properly labeled?	
30. Are incompatible chemicals segregated?	
31. Are chemicals stored on the floor or near the sink in secondary containment?	
32. Are secondary containers used during transportation of more than one pint of chemicals?	
33. Is storage of flammable liquids limited to 10 gallons outside of a flammable storage cabinet?	
34. Are flammable chemicals stored away from ignition sources?	
35. Are flammable liquids used in a fume hood or well-ventilated area?	
36. Are corrosives stored below eye level and in an appropriate cabinet?	
37. Does the lab maintain a chemical inventory, and has it been sent to EHS in the last 12 months?	
Hazardous Waste	
38. Is hazardous waste labeled with words "Hazardous Waste"?	
39. Is the hazardous waste label legible, and does it list the contents?	
40. Are the waste containers in good condition, kept closed, and stored at or near the point of generation?	
41. Are incompatible wastes collected and stored separately?	
42. Are hazardous waste containers near sinks or drains stored in secondary containment?	
43. Is hazardous waste storage below 55 gallon threshold quantity?	
44. Is acutely hazardous waste less than one quart in storage?	
45. Are empty used chemical container labels scratched out and/or marked as empty?	
46. Are non-biological sharps collected appropriately (i.e. not in a biohazardous sharps box)?	
Biological Safety	
47. Is biohazardous work registered with the IBC?	
48. Are appropriate disinfection/decontamination methods available and used?	
49. Is a biological spill kit available?	
50. Are house vacuum lines protected by HEPA filters?	
51. Are sharps containers available, filled appropriately, and free of recapped needles?	
52. Are biological wastes disposed of properly?	
53. Is an autoclave log maintained, and are waste labels used for autoclaved waste?	
54. Are animal carcasses disposed of properly?	
55. Do biosafety cabinets have and up-to-date certifications, and are they used properly?	
Electrical Safety	
56. Do outlets and switches have cover plates?	
57. Are wires and cords in good condition and used properly?	
58. Are machine/instrument access panels in place?	
Compressed gases	
59. Are cylinders secured properly and stored with the cap in place?	
60. Are appropriate lines used?	
61. Are incompatible gases segregated?	
62. Are compressed gases used in a well-ventilated area?	

Laboratory Self-Audit Checklist

63. Is a cylinder cart used for transportation?	
Cryogenic Liquids	
64. Is there adequate ventilation for use and dispensing?	
65. Are appropriate containers used to transport and store the material?	
66. Are cryogenic protective gloves and a face shield available?	
Personal Protective Equipment	
67. Are laboratory workers wearing long pants and closed-toed shoes?	
68. Is eye and face protection available and used where it is needed?	
69. Are respirator users enrolled in the respiratory protection program, and are appropriate cartridges used?	
Security	
70. Are keys and access cards kept in a secure area, out of sight?	
71. Do lab workers question unfamiliar visitors in the lab?	
72. Do lab workers know to report unusual or suspicious conditions and security incidents to SMUPD?	
Training	
73. Have researchers attended Laboratory Safety Training?	
74. Have researchers attended Biological Safety Training?	
75. Have researchers had Specific Laboratory Training?	
Awareness	
76. Do laboratory workers know:	
• what to do in the event of an emergency, such as fire or injury, including evacuation routes?	
• how to clean up chemical spills, and where to find spill clean-up materials?	
• what an SDS is and where to find them and other information?	
• what type of personal protective equipment to use and when to use it?	