

Lab safety self-inspection checklist

Building _____ Room _____ Department _____

PI _____ CC on report _____

Inspector _____ Date _____

Communication and emergency preparedness

Chemicals:

All MSDSs are on file in department and readily accessible to employees

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training:

PI or Lab Staff supervisor has a written specialized safety training plan for staff which includes standard operating procedures, or SOPs for particularly hazardous materials. Note: the minimum items to be included in the plan are: required attendance and documentation of Lab-specific training and EHS provided safety classes (examples include: Lab Safety, Fire Safety, Hazardous Waste Mgmt., Biosafety), SOP's for particularly hazardous substances such as: pyrophorics, flammable solids, toxic gases, toxins, carcinogens, teratogens, mutagens, etc.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Contingency planning and emergency procedures:

ASU Emergency Response Procedures posted in lab

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Exits and width of exits:

Exits and aisles have a 28-inch clearance, which is clear and free of potential obstructions in case of emergency.

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Communication and emergency preparedness comments:

Hazardous materials

Labeling:

Containers of hazardous materials are labeled per the ASU Chemical Hygiene Plan. Examples of materials may include such items as: raw product, chemical solutions, or synthesized materials. Examples of labels include: original material manufacturer label, secondary labels created by staff, or abbreviations. Abbreviations (i.e. EtOH) have a list or legend including full chemical names and hazards posted for interpretation in the near vicinity.

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Control:

Incompatible chemicals are segregated and in compatible containers for the chemical
All chemical containers are closed except when actively adding or removing materials from container (i.e. no funnels sticking out of the top of containers for days).

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hazardous materials comments:

Laboratory / hazardous waste

Containment and Storage:

Waste containers are sturdy, compatible with the waste, and kept closed at all times, except when adding hazardous waste.

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Labeling:

Containers are labeled with the words "HAZARDOUS WASTE" with the waste's physical state, hazardous properties, and full product names (not chemical formulations).

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Laboratory/Hazardous Waste Comments:

Health and safety equipment

Fire Prevention and Electrical Safety:

Appropriate fire extinguisher available within 30 feet and inspected within the past 12 months (see tag on fire extinguisher).
18 inch vertical clearance maintained from sprinkler heads or 24 inch vertical clearance maintained from ceiling without sprinkler heads.

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compressed Gas Cylinder Safety:

Secured to a structural component of the building with chains at 2/3 the cylinder height. Note: Cylinders must not be strapped together. Carts for transporting cylinders are not to be used for their permanent storage

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Protective Caps in place while the cylinders are not in use or connected for use. Cylinder regulators are removed while cylinder is in storage

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Personal Protective Equipment, or PPE required in lab work:

Appropriate safety glasses/goggles, face shields, lab coats, closed-toed footwear, aprons, gloves, respirators, PPE for radiological work or other PPE protection has been approved by EH&S Dept.

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Health and safety equipment comments:

Housekeeping and miscellaneous laboratory safety

Food and drink fire prevention and electrical safety:

Eating, drinking, smoking, gum chewing, applying cosmetics, and taking medication in the lab where possible contamination by toxic, radioactive, or infectious materials is strictly prohibited. Note: Laboratory employees must perform these activities outside the laboratory. Each Departmental Dean, Director, Chair, or their designee may designate areas within laboratory facilities where these activities are permitted. See ASU Chemical Hygiene Plan for details.

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Refrigerators, freezers, microwaves, ovens, and so forth used for research are not used for edible food storage or preparation. This equipment must be labeled with appropriate placards for the type of material stored or used in them, such as "NOT FOR USE OF FOOD"- for research materials and "FOR FOOD USE ONLY"- for edible food. Note: These signs are available from EHS.

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Miscellaneous laboratory safety:

Vacuum lines equipped with traps designed specifically to accumulate/filter the hazardous materials being evacuated. Vacuum pumps used for chemical applications have exhaust routed to and exhausted ventilation systems such as a chemical fume hood.

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Housekeeping and miscellaneous laboratory safety comments: