

Laboratory Self-Review Checklist

Prior Unsatisfactory	Fixed	Unsatisfactory	N/A	Satisfactory	Observation
					GENERAL SAFETY
					Lab is properly placarded.
					Emergency response flip chart is posted.
					Goggles, splash-shields and safety glasses are available.
					Proper gloves are provided.
					Lab coats are provided and used.
					Glassware is safely stored and positioned.
					Broken glass is placed in cartons or rigid containers.
					Emergency notification phone numbers are posted.
					Written safety procedures for the lab are available.
					Lab set-ups are safely arranged on the bench-top.
					Eyewash units are quickly accessible (not blocked).
					Safety showers are quickly accessible (not blocked).
					Outsiders working in lab are not creating hazards.
					BIOHAZARDS
					Infectious waste/sharps are properly contained.
					If needed, a biohazard emblem is posted with placard.
					CHEMICALS
					Containers have legible manufacturer labels (in English).
					Secondary containers are properly labeled.
					Opened containers are dated and initialed.
					Flammables are in a rated flammables cabinet.
					Flammable cabinet doors are operable and secured.
					No obvious leakage of chemicals onto shelving.
					No chemical residues on cabinet and counter surfaces.
					Chemical storage is not excessive. [1gal/10gal/25gal]
					Chemical shelving has retaining edges or stops.
					Chemical containers are properly stored.
					Chemicals are compatibly stored.
					Liquid chemicals are not stored above eye level.
					Acids and bases are in proper separated storage.
					Protective aprons are provided for use as needed.
					MSDS accessibility is recognized.
					DEA controlled substances are properly secured.
					CYLINDERS
					Cylinders are in good condition (no rust, dents, gouges).
					No more than 5 cylinders are stored together.
					Cylinders are properly restrained.
					All cylinder labels are legible.
					Cylinders not in use are capped.
					Pressure gauges on cylinders read 0 when not in use.
					O ₂ cylinders are kept clean and free of oil or grease.
					O ₂ cylinders are separated from flammable gas by 20 ft.
					Empty cylinders are marked as such and stored apart.
					FUME HOODS
					Fume hood certification is current (within 1 year).
					Hoods are not overloaded, and chemicals are not stored.
					Large equipment in hood is raised for good airflow.
					There are no fire hazards in hood (burners & chemicals).
					Hoods have no residues or contamination.
					BIOSAFETY CABINETS
					Used cabinets have current certification (within a year).
					Cabinets are placed away from doors & air supply grills.
					Burners with flames are not left unattended in cabinet.
					Cabinets contain no chemical residues or splashes.
					EGRESS

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					EXITs are identified with proper signage.
					Corridors and aisles are kept clear.
					Walkways are at least 36 inches wide.
					Flammable cabinets are not adjacent to exit ways.
					Floors are free of slip and trip hazards.
					Rated doors to corridor are not chocked open.
					FIRE SAFETY
					Pull stations are accessible.
					Fire extinguishers are accessible.
					Fire extinguishers are inspected at least quarterly.
					Flammables/combustibles are away from open flames.
					Burner hoses are gas-rated and safely positioned.
					Hotplates and heaters are well away from combustibles.
					Combustible storage is minimal.
					No combustibles are stored atop flammables cabinets.
					Stored items are 18 inches from ceilings with sprinklers.
					Emergency procedures are posted (Code 17).
					ENVIRONMENTAL
					The air is not stale, indicating good air exchange.
					There are no strange odors.
					There is no evidence of mold.
					There is no visible dust in the air.
					Appropriate containers are provided for various wastes.
					Hazardous waste is properly labeled/tagged for pick-up.
					Mercury-containing devices are safely stored and used.
					Air supply grills are clean (no dirt or mold).
					ELECTRICAL
					Lighting is adequate for the tasks.
					Emergency lights work.
					Light fixtures have covers (bulbs are not exposed).
					Electrical panels have 36 inches clearance.
					Electrical panels have covers/doors.
					Circuit breakers and disconnects are properly labeled.
					No circuit breakers are missing within a panel.
					Receptacles have faceplates and are not cracked.
					Large equipment is 3-wire grounded.
					Equipment cords and plugs are in good repair.
					Extension cords for temporary use are approved type.
					Live contacts are properly guarded.
					Receptacles within 6 feet of sinks are GFCI type.
					POWER TOOLS
					Power tools are double insulated or 3-wire grounded.
					Power tool casings are intact, not cracked or broken.
					Guards are in place to protect from blades/moving parts.
					POWERED EQUIPMENT
					Cords are safely positioned against damage.
					Electrical contacts are properly guarded.
					Cutters and saws have proper guards in place.
					Fans have proper blade guards.
					LASERS
					Warning signs are posted where lasers are used.
					MISCELLANEOUS PRUDENT PRACTICES
					There is no evidence of eating or drinking in the lab.
					No food is in refrigerators with specimens.
					Clothing/personal items are away from contaminants.
					Workers are wearing appropriate clothing for the tasks.
					Freezers/refrigerators are defrosted as necessary.
					Neatness is apparent.