Environmental Health and Safety
UNIVERSITY of WASHINGTON

LABORATORY SAFETY CHECKLIST

Insp.# Insp. Date: Inspector:

Building: *Building of survey* Rooms Inspected: *list of rooms included in inspection*

RP: *Name of Responsible Party* Dept: *Dept. inspected*

CHO: *Name of the chemical hygiene officer*

Lab Contact: *(additional contact personnel)*

List of Possible Hazards: BSL-1, BSL-2 (or +) activities, Chemicals (excluding cleaning solvents) used in the BSC, Field work using hazardous chemicals, Laser cutter, Lead bricks, weights, ballasts, Mercury thermometers, Open flames, Overnight reactions, Ship hazardous materials or dangerous goods, Shop hazards, Use of aggressive glassware cleaning baths--acid or base, Use of aqua regia or piranha solution, Use of hot oil bath, Use of needles, syringes or blades, Use of oven at 450C or above, Use of Schlenk lines, Use of solvent stills

List of Shared Spaces: Biological safety cabinet, Chemical fume hood, Chemical waste combined/common waste storage area, Chemicals and/or chemical storage, Instrument or lab equipment, Lab benches, None of the above; the room/resources are divided up so each lab uses a specific part of the space, Refrigerator/Freezer, Safety equipment or supplies, TC room

#	Yes	No	N/A	Question	Inspection Comments	Date Corrected
Administrative Plans/Materials						
1	☐	☐	☐	Do the lab staff have access to the current version of the UW Laboratory Safety Manual?		
2	☐	☐	☐	Has the lab-specific information been added to the Laboratory Safety Manual?		
3	☐	☐	☐	Do all lab personnel have access to written SOPs that document safety procedures?		
4	☐	☐	☐	Do all lab staff know how and when to report accidents, incidents, or near-misses in OARS?		
5	☐	☐	☐	Was a safety self-inspection performed and documented within the last 12 Months?		
6	☐	☐	☐	Are assessments of hazards conducted and documented for work and chemical usage?		
Signage						
7	☐	☐	☐	Are emergency contact numbers for lab staff, including after-hours emergency contact numbers, posted within the laboratory?		
8	☐	☐	☐	Is a lab hazard caution sign posted and current?		
9	☐	☐	☐	Is a biosafety door sign posted when agents are in use and removed when not in use?		
10	☐	☐	☐	Are additional hazard warning signs (laser, magnetic fields, high voltage, etc) posted in lab near the hazard?		
11	☐	☐	☐	Is a laboratory floor plan as described in the Laboratory Safety Manual posted?		
Hazard Communication						
12	☐	☐	☐	Has the lab's chemical inventory been reviewed and updated within the last year?		
13	☐	☐	☐	Is the lab's contact information current in MYCHEM?		
14	☐	☐	☐	Can all lab staff readily access an MSDS/SDS via MYCHEM or hardcopy in the lab?		
15	☐	☐	☐	Are all containers clearly labeled with their contents and primary hazard(s)?		
Lab Training						
16	☐	☐	☐	Has a safety training assessment been completed for laboratory personnel?		
17	☐	☐	☐	Has EHS safety training been completed and documented for all lab staff?		
18	☐	☐	☐	Has lab specific training been completed and documented?		
Personal Protective Equipment						
19	☐	☐	☐	Has a PPE hazard assessment been completed for all laboratory activities?		
20	☐	☐	☐	Have all lab personnel completed PPE training?		

Personal Protective Equipment							
21	☐	☐	☐	If cartridge respirators are being used, have personnel been fit tested?			
22	☐	☐	☐	Are supplies of minimum PPE required for routine work available to all lab members?			
Emergency Kits							
23	☐	☐	☐	Does the laboratory have access to chemical/biological spill kits?			
24	☐	☐	☐	Do lab staff have access to a fully stocked first-aid kit?			
Food/Beverage							
25	☐	☐	☐	Is food and drink prohibited in laboratory areas?			
Emergency Eyewash/Shower							
26	☐	☐	☐	Are eyewashes and showers accessible within 10 seconds travel (approx. 50 ft.)?			
27	☐	☐	☐	Are eyewashes and showers free of obstructions?			
28	☐	☐	☐	Are eyewashes flushed on a weekly basis and is the flushing documented?			
Ventilation							
29	☐	☐	☐	Are processes that emit vapors, gasses, or fumes adequately captured by local ventilation (hoods, snorkel)?			
30	☐	☐	☐	Are fume hoods kept uncluttered and are rear ventilation slots within the hood not blocked or covered?			
Hazardous Waste and Disposal							
31	☐	☐	☐	Are chemical waste containers in good condition and compatible with their contents?			
32	☐	☐	☐	Are chemical waste containers closed?			
33	☐	☐	☐	Are incompatible chemical wastes segregated by hazard class?			
34	☐	☐	☐	Are all chemical waste containers labeled with a completed UW hazardous waste label?			
35	☐	☐	☐	Is lab glass placed in sturdy cardboard boxes that are labeled with the room number and Principal Investigator's name?			
Chemical Storage/Process							
36	☐	☐	☐	Are flammable liquids and solids stored appropriately?			
37	☐	☐	☐	Are hazardous material quantities within limits allowed by the Fire Code?			
38	☐	☐	☐	If flammable chemicals are stored in a refrigerator, are they in a refrigerator approved for flammable (or explosive) liquids?			
39	☐	☐	☐	Are all containers intended for chemical use in good condition (not corroded or leaking)?			
40	☐	☐	☐	Are all chemical containers closed?			
41	☐	☐	☐	Are incompatible chemicals segregated when they are being stored?			
42	☐	☐	☐	Are hazardous materials storage cabinets appropriate for their contents, properly labeled and in good condition?			
43	☐	☐	☐	Are chemicals stored on the floor in DOT approved carboys, metal containers, or glass containers provided with secondary containment?			
44	☐	☐	☐	Are chemical containers being stored away from sinks?			
45	☐	☐	☐	Are corrosive chemicals stored below eye level?			
46	☐	☐	☐	Are opened peroxide forming compounds labeled with the date they were opened and an expiration date?			
47	☐	☐	☐	Is the lab free of chemicals that are old and no longer needed?			
Compressed Gas Cylinders/Cryogen and LPG							
48	☐	☐	☐	Are highly toxic gas cylinders stored in a gas cabinet, ventilated enclosure, or fume hood?			
49	☐	☐	☐	Are incompatible compressed gas cylinders in storage segregated?			
50	☐	☐	☐	Are gas cylinder valve protection caps in place for gas cylinders not in active use?			
51	☐	☐	☐	Are compressed gas cylinders secured to prevent them from falling or tipping?			
52	☐	☐	☐	Are all gas lines leading from gas cylinders clearly labeled to indicate contents and hazards?			
Biological Safety							

Biological Safety					
53	☐	☐	☐	If the lab works with biohazards involving recombinant DNA, human or non-human primate material, or pathogenic agents, does it have a Biological Use Authorization?	
54	☐	☐	☐	If conducting BSL1/ABSL1 practices or higher, is a sink available for hand washing?	
55	☐	☐	☐	Are biohazardous blades, needles, and other sharps promptly disposed of in a sharps container?	
56	☐	☐	☐	Is biohazardous waste packaged for regulated waste or autoclaved in a timely manner?	
Pressure Vessel					
57	☐	☐	☐	If pressure vessels are in use, are they approved for their operating pressure and mitigated to prevent injury?	
Housekeeping					
58	☐	☐	☐	Is the lab free of slip and trip hazards?	
59	☐	☐	☐	Is the lab adequately organized, orderly and clean to provide sufficient work space for operations without spills, accidents and other preventable incidents?	
60	☐	☐	☐	Is there minimal glassware stored in the sink or on the bench top?	
61	☐	☐	☐	Are lab coats regularly laundered by MediCleanse or similar Industrial laundry sevice?	
Electrical Safety					
62	☐	☐	☐	Are building electrical panels accessible?	
63	☐	☐	☐	Are extension cords or power strips not daisy-chained to each other?	
64	☐	☐	☐	Exposed wiring or electrical cords in poor condition are not in use?	
65	☐	☐	☐	Are ground fault circuit interrupters (GFCIs--either fixed GFCI receptacles/breakers or using adaptors) employed in wet locations?	
66	☐	☐	☐	Are extension cords not used, or used only as temporary wiring and not running under carpets, doors or through walls and ceilings?	
67	☐	☐	☐	Is equipment with motors, heaters, and other high amperage needs plugged directly into a wall receptacle?	
Radiation Safety					
68	☐	☐	☐	If the lab works with radiological materials, does it have a Radiation Use Authorization?	
69	☐	☐	☐	Are all Class 3B and-or Class 4 lasers inventoried with EHS Radiation Safety?	
Fire Safety/Prevention					
70	☐	☐	☐	Are there 18 inches of clearance between stored items and fire sprinklers?	
71	☐	☐	☐	Do suspended ceilings have all of their ceiling tiles in place?	
72	☐	☐	☐	Are laboratory doors kept closed when unoccupied?	
73	☐	☐	☐	Are fire extinguishers available, easily accessible, and free of obstructions?	
Exit Access/Corridors					
74	☐	☐	☐	Are aisles and exits within the laboratory space free of clutter and obstructions?	
75	☐	☐	☐	Are corridors and exits free of obstruction and hazardous materials/processed in accordance with UW Corridor Policy?	
Seismic Safety					
76	☐	☐	☐	Are chemical containers stored safely on shelves with lips or in a closed cabinet to prevent them from falling in an earthquake?	
Machinery					
77	☐	☐	☐	Are all hazardous pieces of machinery mounted or secured to prevent movement or tipping?	
78	☐	☐	☐	Are all points of operation, rotating components, and other moving parts of machinery properly guarded to prevent injury?	
79	☐	☐	☐	Is laboratory equipment with potential hazards routinely inspected and maintained or serviced as recommended?	

Inspection Emailed: ***Shows the date the inspection report was sent to lab***