

Supervisor Laboratory Safety Checklist

Date: _____ Org. _____ Building _____ Room(s) _____

Person performing inspection _____

Chemical Hygiene Officer (CHO) for this lab (if applicable) _____

GENERAL	YES	NO	COMMENTS
Are laboratory work and storage areas clean and orderly?			
Are emergency notification procedures, contacts, and phone numbers posted?			
Do aisles have a minimum of 24" of clear width?			
Is food stored properly?			
Is refrigerator labeled exclusively for food or chemical storage?			
Is electrical equipment grounded or doubled insulated?			
Is broken glass and sharps disposed of properly?			
Have trip hazards been eliminated? (e.g. cords, hoses, etc.)			
Are safety shower and/or eyewash stations available in the lab and unobstructed?			
Are safety showers and eyewashes inspected and tested monthly with records available?			
Are exit doors unobstructed?			
Has all overhead storage been minimized and stored materials restrained from falling?			
Have all chemical containers and equipment (other than those currently in use) been removed from inside the fume hood?			
Do all fume hoods have a label indicating testing or flow rate checks within the past 12 months?			
Is there a clear area 36 inches in front of all electrical panels and breaker boxes?			
Is a fire extinguisher readily accessible with a current service tag?			
Are sprinkler heads unobstructed (18 inch clearance)? Have sprinkler heads been painted or coated which would interfere with operation?			
Are Ground Fault Circuit Interrupters (GFCI) used in potential wet areas?			
Are electrical cords in good condition and not used as a permanent power supply?			
HAZARDOUS CHEMICALS			
Are all containers clearly labeled, including hazard identification, chemical ingredients, concentration, date prepared, person who prepared?			
Is chemical labeling permanent and proper for the type of container being used?			
Are old chemical containers being reused for different chemicals? Are old labels still visible?			
Are chemicals segregated by hazard class and chemical compatibility?			
Are MSDSs readily available for all substances in the lab?			
Is a complete, current inventory of all chemicals readily available?			

Supervisor Laboratory Safety Checklist

HAZARDOUS CHEMICALS (continued)	Yes	NO	Comments
Are flammable liquids in excess of 10 gallons and not currently being used, stored in flammable storage cabinets or in an approved storage room?			
Are combustible materials such as paper and cardboard minimized within flammable storage cabinets?			
Are peroxidizable compounds properly stored and labeled with the date they were received and the date first opened?			
Are water and air reactive compounds properly stored (ie. immersed in appropriate solutions, dessicant, etc.)?			
Are gas cylinders secured in an upright position and clearly labeled?			
Are protective caps in place over the valves of all gas cylinders that are not in use?			
Are cylinders being transported securely using an appropriate hand truck?			
Are hydrostatic tests current for all cylinders?			
Are acids and bases stored in separate cabinets or locations?			
Are chemical spill and clean-up materials available (for small spill situations)?			
Have outdated and unused chemicals been segregated for proper disposal?			
Are fume hoods kept free of unused chemicals to prevent interference with the hoods ventilation performance?			
Have chemicals been left on bench tops or in fume hoods during periods of inactivity in the lab?			
HAZARDOUS WASTE			
Are personnel aware of the proper procedures for handling and disposing of hazardous waste?			
Are personnel using waste minimization procedures?			
Are waste chemicals being placed in the proper containers?			
Are all hazardous waste containers labeled (regardless of size)?			
Are hazardous waste containers segregated by compatible storage groups?			
Are hazardous waste containers full and require turn-in?			
Are hazardous waste containers in good condition with exterior surfaces clean? (not rusting or bulging out of shape, no spills)			
Are hazardous waste containers located at the point of waste origin?			
MISCELLANEOUS			
Is the chemical hygiene plan (CHP) available to all lab employees and has it been reviewed by all?			
Is the CHP being reviewed annually?			
Is the CHP submitted to OMEH annually?			
Is the CHP being revised to incorporate new lab work areas or tasks?			
Has a hazard assessment been performed for operations in this lab?			

Supervisor Laboratory Safety Checklist

Have all lab employees and students received applicable health & safety training (hazard communication, hearing conservation, radiation safety, laser safety, forklift safety, overhead crane cert., etc.)?			
Is the appropriate personal protective equipment made available and being stored properly?			