

Laboratory Safety Audit

Principal Investigator (s):		Assistant(s):	
Department:		Building Location:	
Laboratory #		Date:	Time:
Inspected By:		Reviewed By:	

Administrative	Yes	No	N/A	Comments
Lab Safety Manual and Chemical Hygiene Plan accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Data Sheet is accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personnel working in the lab know the location of Safety Data Sheet (SDS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Personnel working in the lab know the location of lab SOPs, observe and follow lab SOPs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Required training completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All workplace injuries or illnesses are reported.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

General Safety	Yes	No	N/A	Comments
Exits not blocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lab door closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lab access controlled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lab hazard sign posted and up to date with emergency contact information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No food and drinks sign posted in the lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Good housekeeping is observed. Work spaces are kept cleansed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Paper towels & liquid soap are available at sink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Broken glassware box available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency station not obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First aid kit available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Burn Kit available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Lab/storage room aisles not cluttered or obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits signs are clearly marked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spill cleanup material presents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sink is not cluttered or obstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No trip or slip hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PPE (Personal Protective Equipment)				
	Yes	No	N/A	Comments
Disposable gloves are present/worn when appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Disposable gloves are not kept for repeated use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety glasses or goggles are present and worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Footwear completely covers the entire foot	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hearing protection is present/worn when appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Apparel completely covers the chest, back & shoulders and legs are not exposed when working in the lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lab coats are present/worn when appropriate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fire Safety				
	Yes	No	N/A	Comments
Chemical stored in refrigerator, freezers, cabinets are not obstructing the aisles/corridor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lab supplies are not stacked within 18" of sprinkler heads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguisher are accessible at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguisher temper seal is present and intact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguisher is inspected annually & documented on the attached tag	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Class D extinguisher is readily available for combustible metals. (Extinguisher matches metal(s) in use)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazards properly identified on signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Emergency Shower and/or Eyewash				
	Yes	No	N/A	Comments
Emergency shower and/or eyewash are readily accessible at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency shower and/or eyewash is inspected annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weekly inspections of the eyewash/shower are being conducted and documented (ANSI Z358.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Components of the emergency eyewash station are not missing or damaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dust caps are present on emergency eyewash station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fume Hood Safety				
	Yes	No	N/A	Comments
Fume hood exhaust alarm is functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fume hood sash is able to freely move up and down	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chemicals or equipment are not stored in the fume hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fume hood is used with sash below sash stop	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No source(s) of ignition near flammable chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fume hood air flow monitor is not in alarm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fume hood has exhaust flow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fume hood is certified within the last year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Biological Safety				
<i>Biological safety cabinets (BSC)</i>	Yes	No	N/A	Comments
BSC is in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No excessive chemical or equipment stored in BSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Certified within the last year MM/DD/YYYY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No open flame is used in BSC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alarm/monitored installed and operational	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vented cabinets are properly vented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Pathogen</i>	Yes	No	N/A	Comments
Proper PPE is available and used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Exposure Control Plan (ECP) is reviewed annually (29 CFR 1910.1030)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An emergency spill response protocol specific for the biohazard agents used or stored in the lab is prepared, posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Spills or accidents Involving a potentially infectious agent/material are properly reported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hypodermic needles, syringes, & other sharp instruments are used only when a safer technique is not feasible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The implementation of safer needle devices is evaluated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hepatitis B vaccine status was documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Needle stick injuries are properly reported	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Pathogen Controls</i>	Yes	No	N/A	Comments
Paper towels & liquid soap are available at sink	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hands are washed after glove removals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Biosafety cabinets (BSC) have 12" ceiling clearance & 6" clearance on both sides	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Biosafety cabinet is used to load or unload centrifuge tubes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Used needles are not recapped, sheared, bent or broken before proper disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Individual containers, supplies & equipment used in the biological safety cabinet are wiped down with disinfectant prior to removal from the cabinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work surfaces are cleaned & decontaminated after contact with blood or other potentially infectious materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment used to store, contain or process biohazard materials is properly labeled with the biohazard symbol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rooms used to store, contain or process biohazard materials are properly labeled with the biohazard symbol	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Tissue culture room is posted for use of biohazard materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Waste containers are labeled with biohazard sticker and appropriate information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Biological Waste</i>	Yes	No	N/A	Comments
Broken glassware is not handled directly by hand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bio hazardous waste is autoclaved in clear autoclave bags with red or orange biohazard symbol & printed-on indicator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A user log or sterilization cycle record is maintained on the autoclave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cultures and/or stocks are properly disinfected with bleach before disposal down the drain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Monthly autoclave quality control testing is conducted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Autoclave bags are loosely closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Chemical Safety				
<i>Chemical Hygiene Plan (CHP)</i>	Yes	No	N/A	Comments
CHP is readily available for review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standard Operating Procedures (SOP) are readily available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHP is reviewed and updated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Chemical list/inventory</i>	Yes	No	N/A	Comments
Hazardous chemicals list/inventory is maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chemical inventory is reviewed at least annually	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Chemical Safety</i>	Yes	No	N/A	Comments
Flammable chemicals are not close to sources of ignition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chemical containers in good conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Containers properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chemicals segregated and stored based on compatibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
More than a gallon of flammable liquid stored outside a flammable storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrosive chemicals are stored on a chemically resistant containment tray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Peroxide formers are properly labeled, segregated and stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Water reactive chemicals are labeled, segregated and stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pyrophoric chemicals are properly labeled, segregated and stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Explosive chemicals are properly labeled, segregated and stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous Chemicals are properly stored when not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Secondary containment is used for large containers (greater than or equal to 10 gallons) to contain spills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chemical storage areas are visually identified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Chemical Storage Cabinet</i>	Yes	No	N/A	Comments
Chemical storage cabinet are in good conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chemical storage cabinets are labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flammable liquids are stored in an approved Flammable Liquid Storage Cabinet (FLSC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The FLSC bung caps are in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The FLSC flame arrestor is in place at both vent openings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Gas Cylinder				
	Yes	No	N/A	Comments
Unobstructed access is maintained in the event of emergency response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gas supply lines are checked periodically for damages, cracks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Empty gas cylinders are not allowed to accumulate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is not an excessive quantity of flammable gases stored in the lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There are no sources of ignition near flammable gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A chain, bracket or other restraining device is used at all times to prevent cylinders from falling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flammable gas cylinders have a flash arrestor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Compressed gas cylinders have a full/empty tag	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Compressed gas cylinders are labeled with the name of the chemical and the primary hazard associated with that chemical, i.e., flammable, oxidizer, toxic, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Toxic gases are ventilated properly with appropriate engineering controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cylinders have valve protection caps on at all times except when they are secured and connected to dispensing equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Empty gas cylinders are stored securely with the valve protection cap in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Toxic gases are ventilated properly with appropriate engineering controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Electrical				
	Yes	No	N/A	Comments
An unobstructed area of 36" (or 42" for 150-600V) is maintained in front of electrical panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There are no missing electrical panel covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There are no missing electrical outlet covers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There are no unauthorized modified electrical components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
No multi-outlet wall taps or outlet extenders are observed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical receptacles within 6' of water, e.g., sinks, eyewash stations, etc., are protected with Ground Fault Circuit Interrupters (GFCI)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Extension Cords</i>	Yes	No	N/A	Comments
Extension cords are not damaged	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extension cords do not run through holes in wall, ceilings, floors, doors, windows or similar openings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extension cords are not covered by carpets or rugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"Daisy chain" was not observed, e.g., multi-outlet plugged into another multi-outlet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cord insulation is not frayed, cracked or missing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Power strips are only used in the laboratory for computers and related ancillary accessories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extension cords and outlet extenders are not used as permanent electrical sources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Power strips are not used for large lab equipment or in potentially wet environments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Laser Safety				
	Yes	No	N/A	Comments
Class 3B/Class 4 proper signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Proper eye protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An activation warning system is in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"Laser in Use" indicator is functioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Class 3B/Class 4 Safety program</i>				
Prohibits combustible materials in the area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Written beam alignment procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluating necessary engineering controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Considers all reflective surfaces near the laser system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Class 3B and 4 laser labs have designated a laser safety officer (LSO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Hazardous Waste				
	Yes	No	N/A	Comments
Chemicals are not stored or used near drains	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chemicals are not disposed to sanitary sewer or storm drain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mercury thermometers are not used in lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mercury containing equipment has proper containment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous waste containers are closed at all times unless when in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All hazardous waste is properly disposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous waste is properly labeled. identification of contents, accumulation start date, as well as the name of a laboratory researcher, room number and building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

The date when waste is first placed in that container is reflected on the waste label. MM/DD/YYYY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All chemicals are stored according to class and separate storage areas are provided for incompatible chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Secondary containment placed under large containers to contain potential spills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous waste are properly stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Sharps Waste				
	Yes	NO	N/A	Comments
All sharps are disposed of properly in labeled, puncture-proof containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All non-biohazardous razor blades are properly disposed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sharps containers are not filled above the "fill line" indicated on the container	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	