Laboratory Safety Assessment



Date:  [ ]  Entered into Auditor

Assessor: 

Lab Name/Room: 

INFORMATION AND TRAINING

|  |  |  |  |
| --- | --- | --- | --- |
| YES | NO | N/A |  |
|[ ] [ ] [ ]  1. Laboratory has lab safety notebook available and accessible to lab workers.
 |
|[ ] [ ] [ ]  1. Appropriate, current laboratory safety signage is posted near main laboratory entrance.
 |
|[ ] [ ] [ ]  1. Appropriate, current emergency information is posted near main laboratory entrance and near phones.
 |
|[ ] [ ] [ ]  1. All laboratory workers have completed applicable safety training.
 |
|[ ] [ ] [ ]  1. Laboratory has laboratory specific procedures and applicable workers are trained on them.
 |
|[ ] [ ] [ ]  1. Training records are maintained.
 |
|[ ] [ ] [ ]  1. Incident reporting forms are available and/or lab users are aware of where to find them online—“Incident/Accident Injury Report” and “Supervisor’s Accident Report (SAR)” <https://rmi.boisestate.edu/forms-listing/>
 |
|[ ] [ ] [ ]  1. Chemical inventory is available, current, and either stored online (Chematix) or stored near main laboratory exit.
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|[ ] [ ] [ ]  1. Safety Data Sheets (SDS) are available, current and stored near main laboratory exit. Or stored on flash drive near main laboratory exit. (i.e. can be taken to doctor in emergency)
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| Comments: |
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GENERAL

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| YES | NO | N/A |  |
|[ ] [ ] [ ]  1. Sharps properly stored and disposed.
 |
|[ ] [ ] [ ]  1. Equipment over 4 feet high is seismically braced.
 |
|[ ] [ ] [ ]  1. Sinks are posted with “Non-potable Water” sign.
 |
|[ ] [ ] [ ]  1. **NO** evidence of food or drink for human consumption in the lab.
 |
|[ ] [ ] [ ]  1. Work surfaces are clean and uncluttered.
 |
|[ ] [ ] [ ]  1. Equipment guards in place for protection against mechanical hazards.
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SAFETY EQUIPMENT

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| YES | NO | N/A |  |
|[ ] [ ] [ ]  1. Eyewash and/or safety shower are available and unobstructed.
 |
|[ ] [ ] [ ]  1. Eyewash and/or safety shower are tested monthly.
 |
|[ ] [ ] [ ]  1. Eyewash is activated weekly and documented.
 |
|[ ] [ ] [ ]  1. First aid kit available, properly stocked, and unobstructed.
 |
|[ ] [ ] [ ]  1. Fire extinguisher is maintained and unobstructed.
 |
|[ ] [ ] [ ]  1. Spill kit is available, properly stocked, and easily accessible.
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|[ ] [ ] [ ]  1. Signage is posted indicating locations of fire extinguishers, eyewash, shower, fire blanket, and spill kit.
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| Comments: |
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LOCAL EXHAUST VENTILATION (LEV)

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| YES | NO | N/A |  |
|[ ] [ ] [ ]  1. Fume hood certified annually.
 |
|[ ] [ ] [ ]  1. LEV is properly used.
 |
|[ ] [ ] [ ]  1. Fume hood sash is operational and used at proper height.
 |
|[ ] [ ] [ ]  1. Storage of materials is minimized and baffles/exhaust points have adequate clearance.
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|[ ] [ ] [ ]  1. LEV alarms are functioning properly.
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| Comments: |
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HAZARDOUS MATERIALS

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| YES | NO | N/A |  |
|[ ] [ ] [ ]  1. Less than 10 gallons of flammable liquids stored outside of flammable cabinet(s).
 |
|[ ] [ ] [ ]  1. Compressed gas cylinders are properly secured, stored, and used.
 |
|[ ] [ ] [ ]  1. Mercury containing devices are NOT in use or stored.
 |
|[ ] [ ] [ ]  1. Dangerously unstable chemicals (e.g. peroxide formers) are properly dated, stored, and tested or disposed prior to expiration date.
 |
|[ ] [ ] [ ]  1. Containers are securely capped/closed.
 |
|[ ] [ ] [ ]  1. Flammable liquids (all Class I) containers > 1 gallon are safety cans.
 |
|[ ] [ ] [ ]  1. Chemical waste accumulated for < 6 months.
 |
|[ ] [ ] [ ]  1. Chemical storage areas/cabinets are clearly labeled (SAA, flammable, corrosive, etc).
 |
|[ ] [ ] [ ]  1. Hazardous liquids are stored in secondary containment.
 |
|[ ] [ ] [ ]  1. Safety lips installed on chemical storage shelves.
 |
|[ ] [ ] [ ]  1. Chemicals are stored properly including storage with compatible chemicals and materials.
 |
|[ ] [ ] [ ]  1. Only bleach and compatible cleaning agents are stored near sinks.
 |
|[ ] [ ] [ ]  1. Hazardous liquids are stored below eye level.
 |
|[ ] [ ] [ ]  1. Flammable materials are not stored in standard refrigerators or freezers.
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|[ ] [ ] [ ]  1. Carcinogen hazard signage posted on lab door and containers.
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|[ ] [ ] [ ]  1. All containers are properly labeled.
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PERSONAL PROTECTIVE EQUIPMENT (PPE)

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| YES | NO | N/A |  |
|[ ] [ ] [ ]  1. Appropriate gloves are available and in good condition.
 |
|[ ] [ ] [ ]  1. All latex gloves are powder-free.
 |
|[ ] [ ] [ ]  1. Appropriate eye and face protection is available and in good, sanitary condition.
 |
|[ ] [ ] [ ]  1. Appropriate PPE is available for liquid nitrogen handling/use.
 |
|[ ] [ ] [ ]  1. Appropriate lab coats, aprons, or other protective clothing is available and in good condition.
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|[ ] [ ] [ ]  1. Respirators are in use.
 |
|[ ] [ ] [ ]  1. Respirator use meets voluntary use.
 |
|[ ] [ ] [ ]  1. Respirator users have proper training, medical clearance, and/or fit testing.
 |
|[ ] [ ] [ ]  1. Appropriate PPE is used and used properly.
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|[ ] [ ] [ ]  1. Closed-toed shoes are worn.
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FIRE AND LIFE SAFETY

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| YES | NO | N/A |  |
|[ ] [ ] [ ]  1. No storage within 24 inches (unsprinklered) or 18 inches (sprinklered) of ceiling.
 |
|[ ] [ ] [ ]  1. Aisles and exits are kept clear with no tripping hazards.
 |
|[ ] [ ] [ ]  1. Fire doors are not improperly propped or blocked open.
 |
|[ ] [ ] [ ]  1. All ceiling tiles are in place.
 |
|[ ] [ ] [ ]  1. Fire blanket is available and unobstructed.
 |
|[ ] [ ] [ ]  1. Equipment and cords appear to be in good condition.
 |
|[ ] [ ] [ ]  1. Electrical outlets and power strips are in good working condition and properly used.
 |
|[ ] [ ] [ ]  1. NO space heaters are used in lab.
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|[ ] [ ] [ ]  1. Electrical extension cords are used for only temporary purpose, properly used, and in good condition.
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|[ ] [ ] [ ]  1. Electrical panels are unobstructed and closed.
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MISCELLANEOUS

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| YES | NO | N/A |  |
|[ ] [ ] [ ]  1. Biological work is being conducted or materials stored.
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|[ ] [ ] [ ]  1. Radiation work is being conducted or materials stored.
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|[ ] [ ] [ ]  1. Noise issues or hearing protection in use.
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NOTES / ADDITIONAL COMMENTS

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