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. |
|  |  |  | 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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| Comments: |
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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. |
|  |  |  | 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. |
|  |  |  | 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. |
|  |  |  | 1. Carcinogen hazard signage posted on lab door and containers. |
|  |  |  | 1. All containers are properly labeled. |

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| Comments: |
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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. |
|  |  |  | 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. |
|  |  |  | 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. |
|  |  |  | 1. Electrical extension cords are used for only temporary purpose, properly used, and in good condition. |
|  |  |  | 1. Electrical panels are unobstructed and closed. |

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| Comments: |
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MISCELLANEOUS

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

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| Comments: |
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NOTES / ADDITIONAL COMMENTS

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