This checklist can be used in evaluating the safety of procedures and equipment in the laboratory. It can be further developed to meet the needs of specific research laboratories.

<table>
<thead>
<tr>
<th>Room Reviewed __________________________ Date _____________</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
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### Doors
- The Laboratory Safety Information Card is up to date
- Other appropriate signs are present (i.e. Radioactive Materials, X-rays etc.)
- The "Vision Panel" (window) in the door is unobstructed for emergencies

### Safety Equipment
- The safety equipment located in close proximity to the main door of the lab
- Drench Shower is unobstructed (at least 3sq.ft.)
- All persons in the laboratory are trained to use the Drench Shower
- A Fire Extinguisher is located within 50' of the laboratory door
- Fire Extinguisher has not been discharged or tampered with
- Occupants in the laboratory know how to use the Fire Extinguisher
- An Eyewash Station is available? (Bottled eyewashes are not acceptable)
- The Eyewash Station is accessible
- The Eyewash Station is being "flushed" weekly,(at least 3 minutes)
- A First Aid Kit is available
- The First Aid Kit is "mounted" next to the main laboratory door
- The kit contains clean, sterile bandages, pads, Band-Aids, tape, ice packs

### Procedures
- Housekeeping is clean, neat and orderly
| **Beverages and foods are not consumed and cosmetics are not applied in the laboratory** |
| **Aisles and corridors are free of obstruction and tripping hazards** |
| **A Laboratory Safety Coordinator has been identified (If so, please identify)** |
| **All doors from the laboratory are unobstructed, in case of emergency** |
| **Combustible storage (boxes and paper) is kept to an absolute minimum** |
| **The trash containers are noncombustible and emptied regularly** |
| **Communicating doors to offices/other labs are closed at night and weekends** |

### Personal Protective Equipment

| **All laboratory occupants wear the appropriate Eye/Face Protection** |
| **The protective eyewear meets ANSI standard, Z87.1, as required** |
| **All laboratory occupants wear the appropriate Laboratory coats/aprons** |
| **All laboratory occupants wear the appropriate gloves** |
| **Shorts & open-toed shoes are prohibited in the laboratory** |
| **Loose clothing & long hair do not come in contact with equipment** |
| **Laboratory visitors are required to wear Personal Protective Equipment** |

### Chemical Safety

| **All hazardous/odiferous/toxic chemicals are used in an approved fume hood** |
| **All chemicals are stored compatibly** |
| **Flammable Liquid Storage is kept to an absolute minimum** |
| **Flammable Liquids are stored in approved safety cans, flammable storage cabinets, or flammable storage refrigerators** |
| **Chemicals are inventoried regularly to reduce unwanted/outdated material** |
| **Chemicals are not placed or stored on the floor** |
### Chemical Waste

- All chemicals and containers are properly labeled
- Hazardous chemicals are not stored across from the hood
- Acutely hazardous chemicals are used in an approved glove box

### Chemical Waste

- Chemical Waste is located in an area, which has been properly identified
- Each chemical waste container identifies each and every chemical within
- Each chemical waste container identifies hazards (i.e. Flammable, Toxic)
- All chemical waste containers are capped at all times
- Satellite drums (if applicable) are dated, initialed weekly, or after adding to

### Fume Hoods/Exhaust Systems

- The fume hood is being used at proper sash height
- Occupants in the laboratory do not use the fume hood for storage
- Occupants know to contact EHS, if they suspect a fume hood problem
- The Bio Safety Cabinets (if applicable) are inspected yearly

### Gas Cylinders

- Gas cylinders are stored compatibly
- All gas cylinders are properly capped or regulated
- All gas cylinders are secured to a stationary bench or wall
- All flammable gas cylinders are located away from doors
- All gas cylinders are located away from electric panels/outlets
- Extremely Poisonous gases are used in approved gas cylinder cabinets
- Gas cylinders are transported on appropriate carts with straps/chains
Flammable Liquids are not stored in household refrigerators (internal lights/temperature control switch)

Food and beverages are not stored in the laboratory refrigerator

All chemicals and containers are properly labeled

All chemicals are inventoried regularly, disposed of, if not needed

Refrigerators are cleaned and maintained

**Electrical Safety**

Equipment is properly grounded

All electrical cords are in good condition, without splice or defect

Electrical outlets are prohibited within the fume hood

The electric panel breakers and fuses are properly labeled

Electrical cords do not pass through ceilings, doors or walls

Electrical cords are not draped across the floor of the lab

Flammable Liquids do not come into close contact with electric ignition sources

Acids do not come into close contact with electric ignition sources

 Guards have been provided for all moving parts (i.e. Vacuum pumps)

**Emergency Procedures**

Occupants of the laboratory know the Campus Emergency Number, 911

Occupants know what to do in case of Chemical Spill/Fire/Injury

There is a telephone w/ 911 sticker attached, in the laboratory*

**For further information**

Contact the Environmental Health and Safety at telephone number 704-687-4291