



UNC CHARLOTTE

Department of Engineering Technology & Construction Management

Laboratory Safety Survey					
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.					
Room Reviewed _____ Date _____			YES	NO	N/A
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				



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	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			



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	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 to 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				
Refrigerators	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 been 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			



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	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			