

**TEACHING LABORATORY w/ CHEMICALS SELF-AUDIT CHECKLIST**

Department Name: \_\_\_\_\_ Area Inspected: \_\_\_\_\_ Course(s): \_\_\_\_\_

Inspected by: \_\_\_\_\_ Date of Inspection: \_\_\_/\_\_\_/\_\_\_ Faculty: \_\_\_\_\_

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**A. Training**

Name	Lab Safety	Haz Waste Mngmt	Chemical Hygiene Plan	Employee Safety	Haz Com GHS	Office Safety	Slips, Trips & Falls	Dept TA training	Dept Emergency Action Plan	Driver's Safety								
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2.																		
3.																		
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9.																		
10.																		

Required training: Lab Safety, Hazardous Waste Management, Chemical Hygiene Plan, Employee Safety, Hazard Communication GHS, Office Safety, Slips/Trips/Falls, and Dept Emergency Action Plan. Other trainings may be required, depending on lab operations (e.g., Dept TA training, Sharps, Formaldehyde, Driver's Safety). Key: --: training not required; X: training completed; blank: training not completed.

**B. Administrative**

- Yes  No  N/A Are SDS available in the lab?
- Yes  No  N/A Is there a current Chemical Hygiene Plan (CHP) in the lab?
- Yes  No  N/A Are Standard Operating Procedures (SOPs) for hazardous tasks complete?
- Yes  No  N/A Is the chemical inventory current (updated within 12 months)?

**C. General Safety Concerns**

- Yes  No  N/A Are rooms, cabinets, designated areas containing such materials as regulated hazardous substances, radioactive materials, and biohazardous materials, posted with the appropriate warning signs?
- Yes  No  N/A Are all exits and aisles to the outside free from any obstructions?

#### D. Seismic Safety/Fire Safety

- Yes  No  N/A Is overhead storage minimized?  
 Yes  No  N/A Is overhead storage restrained?  
 Yes  No  N/A Is overhead storage kept 24" below ceiling or 18" below sprinkler heads?

#### E. Personal Protective Equipment

- Yes  No  N/A Is the appropriate personal protective equipment required for the lab available?  
     Safety Glasses    Goggles    Face Shields    Gloves  
     Lab Coats/aprons  
 Yes  No  N/A If the lab is considered a high-hazard fire area, is an appropriate extinguisher available?  
 Yes  No  N/A In high-hazard fire areas, are lab personnel current on fire extinguisher training?

#### F. Laboratory Equipment

- Yes  No  N/A Is the eyewash free from any obstructions?  
 Yes  No  N/A Is the eyewash operated weekly?  
 Yes  No  N/A Is the emergency shower free from any obstructions?  
 Yes  No  N/A Is the emergency shower operated weekly?  
 Yes  No  N/A Has the fumehood been tested within the last year?  
 Yes  No  N/A Is storage with the fumehood minimized?  
 Yes  No  N/A Is non-ionizing radiation equipment (lasers, microwave sources, ultraviolet light sources) properly posted and shielded?  
 Yes  No  N/A Are vacuum systems that are capable of imploding protected with cages or barriers?  
 Yes  No  N/A Are glass LN2 dewars wrapped or shielded?  
 Yes  No  N/A Are proper gloves and safety glasses available for use with liquid nitrogen?  
 Yes  No  N/A Vacuum pump belt guard is in place?  
 Yes  No  N/A Are two-pronged appliances not located within a five foot radius or directly located above a sink or flammable materials?

#### G. Refrigerators

- Yes  No  N/A Are food and beverages kept out of work areas and out of laboratory refrigerators?  
 Yes  No  N/A Is the proper type of refrigerator used i.e., explosion-proof for flammable liquids?  
 Yes  No  N/A Are laboratory refrigerators properly marked, prohibiting the storage of food or drink?  
 Yes  No  N/A Are refrigerators/freezers free of chemical spills or contamination?  
 Yes  No  N/A Are all containers/packages tightly closed or sealed?

#### H. Compressed Gases

- Yes  No  N/A Are all cylinders properly secured in an upright position?  
 Yes  No  N/A Are protective caps in place when the cylinder is not in use?  
 Yes  No  N/A Are incompatible cylinders stored at least 20 feet apart, or in a welder's cart with a fire wall?  
 Yes  No  N/A Are the regulators, connections and supply lines in good condition?  
 Yes  No  N/A Are shatter-resistant supply lines utilized (no hard plastic)?  
 Yes  No  N/A Are flash arresters on flammable gas supplies for atomic absorption instruments, hydrogen and oxy-acetylene torch lines?

**I. Hazardous Materials/Wastes**

- Yes  No  N/A Are all chemical and waste containers properly labeled with the chemical name(s) and hazard of the material(s)?
- Yes  No  N/A Are the proper containers obtained and used for storing hazardous waste?
- Yes  No  N/A Are all chemicals color-coded to identify proper storage location?
- Yes  No  N/A Are all chemicals and wastes stored according to hazard classification and compatibility?
- Yes  No  N/A Are all containers of potential peroxide-forming chemicals dated upon receipt and utilized or disposed of within one year?
- Yes  No  N/A Are flammable liquids stored in flammable liquid storage cabinets or in closed metal safety cans whenever possible?
- Yes  No  N/A Are flammable cabinets free of corrosion, spills, and damage?
- Yes  No  N/A Are corrosive cabinets free of corrosion, spills, and damage?
- Yes  No  N/A Is storage of corrosive chemicals above eye level avoided?
- Yes  No  N/A Are all containers kept tightly closed except when adding or removing waste?
- Yes  No  N/A Are liquid waste containers kept in secondary containment tubs?
- Yes  No  N/A Are all "sharps" collected in puncture and leak resistant containers?
- Yes  No  N/A Is broken glass collected in puncture resistant containers, marked with the words "Broken Glass"?

Additional comments:

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