



LAB SAFETY SELF-AUDIT CHECKLIST

	Date: _____	PI or Supervisor: _____
Name or Description: _____		Department: _____
Laboratory Hazards: Chemical <input type="checkbox"/> Biological <input type="checkbox"/> Radiation <input type="checkbox"/> Other <input type="checkbox"/>		
Type of Laboratory: Research <input type="checkbox"/> Teaching <input type="checkbox"/> Mixed <input type="checkbox"/> Storage <input type="checkbox"/> Preparatory <input type="checkbox"/> Other <input type="checkbox"/>		

1. Chemical Storage

Y N N/A

- 1.1. Incompatibles stored separately _____
- 1.2. Chemicals stored away from sunlight and other heat sources _____
- 1.3. Chemical containers properly labeled _____
- 1.4. Containers closed except when in use (storage/waste) _____
- 1.5. Chemicals stored off of floor _____
- 1.6. Chemicals and food stored separately _____
- 1.7. Chemicals stored in appropriate containers _____
- 1.8. Containers are in good condition _____
- 1.9. Flammables stored away from exits _____
- 1.10. Flammable quantity outside storage less than approximately 38 liters _____
- 1.11. Storage of large containers/corrosive materials below eye level _____
- 1.12. Hazardous materials stored in appropriate areas _____

2. Special Chemical Problems

Y N N/A

- 2.1. Water reactives stored away from sinks and pipes _____
- 2.2. Peroxide forming materials have opening date and expiration date _____
- 2.3. Reactive metals stored properly _____
- 2.4. Highly toxic chemicals stored in secondary containers _____

3. Gas Cylinders

Y N N/A

- 3.1. Properly labeled (labels facing forward), stored upright, and secured _____
- 3.2. Flammable/oxidizing gases stored 25 feet apart or separated by a fire wall _____
- 3.3. Capped when not in use _____
- 3.4. Empty cylinders marked "MT" and stored separately _____
- 3.5. Room ventilation appropriate for cylinder storage _____

4. Hazardous Waste/Satellite Accumulation Area (SAA)

Y N N/A

- 4.1. All hazardous waste is properly sealed and labeled
- 4.2. All lab personnel are aware of hazardous waste disposal procedures



- 4.3. Waste quantities have not exceeded waste accumulation limits of 208 liters (55 gallons) or liter (one quart) acutely hazardous (p list).
- 4.4. Chemical waste must be in a sealed container that shows no sign of leakage or damage.
- 4.5. There are no broken caps or stoppers
- 4.6. All corrosives and halogenated solvents are in glass or plastic containers.
- 4.7. All halogenated solvent waste has been collected and stored in separate containers from other solvent waste.
- 4.8. All containers of waste are securely closed, except when wastes are being added to (including during in-line waste collection) or removed from the container
- 4.9. All containers of incompatible laboratory wastes are stored in separate areas or use chemically resistant trays for segregation.
- 4.10. All in-line waste collection systems are constructed to prevent the release of laboratory waste into the environment.
- 4.11. There are no unknowns nor expired chemicals present in the lab.

5. Fume Hood/Local Exhaust

Y N N/A

- 5.1. Fume hoods inspected within last 6 months _____
- 5.2. Chemical storage in hoods is kept to a minimum _____
- 5.3. Hood is equipped with a flow alarm monitor _____
- 5.4. Storage is to the rear of the hood _____
- 5.5. Safe sash height is being observed _____
- 5.6. Other local exhaust properly functioning _____
- 5.7. Filters labeled with maintenance schedule (ductless hoods) _____

6. Eye Wash/Safety Shower

Y N N/A

- 6.1. Shower/eye wash unit present _____
- 6.2. Unit located away from electrical equipment _____
- 6.3. Routine maintenance performed _____
- 6.4. 16 inch clearance around unit observed _____
- 6.5. Shower and eye wash are clearly labeled _____
- 6.6. Shower and eye wash within 10 seconds or 100 feet of hazards _____

7. Electrical/Mechanical Concerns

Y N N/A

- 7.1. Breaker panels and safety switches accessible _____
- 7.2. Moving parts of equipment guarded to prevent physical contact _____
- 7.3. Multiple plug adapters not in use _____
- 7.4. Electrical cords intact and out of aisles _____
- 7.5. Extension cords intact and used appropriately _____

8. General Facility Maintenance



Y N N/A

- 8.1. Entrances posted with emergency contacts _____
- 8.2. Exits and aisles are unobstructed _____
- 8.3. Aisles have minimum 28 inch clearance _____
- 8.4. General housekeeping is satisfactory _____
- 8.5. No Food or Drinks _____
- 8.6. Appropriate fire extinguisher is present, mounted, and accessible _____
- 8.7. Copy of Chemical Hygiene Plan is available _____
- 8.8. MSDS for all hazardous chemicals available _____
- 8.9. Personnel wear appropriate protective equipment _____
- 8.10. Vacuum breakers installed on hoses where standing water from equipment could be siphoned back to faucet. _____
- 8.11. Spill kit and instructions are readily available and clearly posted for small spills _____
- 8.12. Glass and Sharps are properly disposed. _____

Return completed inspection form to:
Environmental Health & Safety
Attn: Renea Carver
Libra Drive, Facilities & Safety Bldg +3500
Fax 407-823-0146 email rcarver@mail.ucf.edu