



## LAB SAFETY SELF-AUDIT CHECKLIST

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