



Laboratory Health and Safety Audit Checklist

Building _____ Room _____ Principal Investigator _____ Date _____ Auditor _____

Comments :

General Lab Safety	Yes	No	Compressed Gasses	Yes	No
Storage of combustible materials minimized			Used in a ventilated area		
Emergency Contact Phone numbers are posted			Secured from tipping in use		
Aisles and passageways kept clear			Cylinder carts used for transport		
Heavy items stored on lower shelves			Protective valve caps in place		
Storage at least 18 inches below sprinkler head			Empty or unused cylinders promptly returned to supplier		
No evidence of food or drink consumption or storage			Cryogenics	Yes	No
Illuminated exit signs working			Personal protective equipment used to avoid skin contact		
Alternate exits available where required			Used/dispensed with good ventilation		
Fire doors not blocked or wedged open			Containers vented or pressure relief devices provided		
Doors not locked			Glass dewars shielded		
Doors not locked			Electrical Hazards	Yes	No
Ventilation	Yes	No	Electrical cords in good condition		
Each chemical fume hood has been surveyed			Cover plates in place for outlets and switches		
Fume hood vents (baffles) unobstructed			Vacuum pumps are guarded		
Fume hoods used with sash in appropriate position			Circuit breaker panels unobstructed		
			No extension cords used		
			Ground fault circuit interrupters (GFCI) used near sinks		

Emergency Planning	Yes	No	Waste Disposal	Yes	No
Fire extinguishers mounted according to placement matrix			Containers kept sealed except during transfer		
Fire extinguishers unobstructed & fully charged			Containers labeled with the words <i>Hazardous Waste</i>		
Fire alarm pull stations unobstructed			Labels list full chemical names		
Fire extinguisher inspected			Waste is less than 1 yr old		
Eyewash and safety shower inspected			Storage limited to < 1 quart of acutely hazardous waste		
Spill control materials available and to cover anticipated spills			Glass chemical containers recycled per procedures		
Fire extinguishers mounted according to placement matrix			Hazardous Waste is in secondary containment (gray tote)		
Fire extinguisher inspected			Security	Yes	No
Chemical Use & Storage	Yes	No	Doors to the lab operate, close and lock properly.		
Shelving adequate for loads imposed			Doors are kept closed and locked when lab is unoccupied		
Refrigeration units for chemical storage labeled <i>No Food</i>			Windows operate, close and lock properly.		
Refrigeration units for food labeled <i>Food Only</i>			Doors to the lab operate, close and lock properly.		
Chemical storage cabinets properly labeled			Doors are kept closed and locked when lab is unoccupied		
Containers clearly labeled with chemical name(s)			Bio-Safety	Yes	No
Storage strictly limited in actively used fume hoods			Biosafety Cabinet?		
Containers compatible with the chemical			Certification of cabinet Current?		
Chemicals segregated to avoid incompatibilities			Biomedical waste is removed within 30 days (or 90 days if kept in freezer)		
Large/heavy containers stored on lower shelves			Biomedical waste containers are kept tightly closed		
Corrosives not stored above eye level			Biomedical waste is in red bio-waste bags		
Peroxide forming chemicals at labeled and not expired			Sharps are collected in sharps containers and labeled as a biohazard		
Storage quantities minimized			Sharps containers are replaced when ¾ full		
Lab check-out procedures for departing lab workers in place			Bag/waste is full or in need of transportation to central storage.		
			Adequate materials for disinfection?		
			Chairs Cleanable		
			Biosafety Cabinet?		
			Certification of cabinet Current?		