

LAB SAFETY INSPECTION CHECKLIST



EMERGENCY & SAFETY EQUIPMENT

- ☐ Are emergency notification procedures, contacts, and phone numbers posted? (see EH&S website under General Safety for templates)
- ☐ Do employees and students know where and how to receive care for an injury?
- ☐ Are emergency eyewash and/or safety shower stations accessible and functioning?
- ☐ Are eyewashes and safety showers inspected and (both) tested monthly and records of testing available?
- ☐ Is a first aid kit readily accessible and adequately stocked?

EMERGENCY & SAFETY EQUIPMENT

- ☐ Is a fire extinguisher readily accessible (within 75 feet) and inspected within the last month?
- ☐ Is a chemical fume hood(s) available and certified for use?

HEALTH & SAFETY TRAINING

- ☐ Have all employees who handle Hazardous Materials been trained in either Hazard Communication or Laboratory Safety (Chemical Hygiene Plan), with documentation?
- ☐ Are all employees who handle Hazardous Waste trained with documentation?
- ☐ Have all employees been trained on the equipment they operate?
- ☐ Are all safety trainings documented and filed?

- ☐ Is PPE provided and used when necessary?

HOUSEKEEPING AND VENTILATION

- ☐ Are all work sites clean and orderly?
- ☐ Are oily rags and combustible wastes kept in metal bin and removed from the shop daily?
- ☐ Are waste containers kept clean and emptied regularly?
- ☐ Is food kept in designated area at all times?
- ☐ Are all cabinets and shelves above 60" secured or anchored?
- ☐ Are all machines secured or anchored?
- ☐ Are floors in good condition and kept dry?
- ☐ Are all light fixtures adequate and functioning properly?
- ☐ Is the ventilation system adequate for the work being performed?
- ☐ No heavy items stored above shoulder height?

ELECTRICAL SAFETY

- ☐ Are all plugs, cords, and panels enclosed, free from splices with insulation in good condition?
- ☐ Do all extension cords have grounding conductors?
- ☐ Are extension cords used only temporarily? Never link cords together!
- ☐ Are cords secured so they do not run across pathways, under doors or the walls?

ELECTRICAL SAFETY (CONT.)

- ☐ Is the breaker panels accessible (30" x 30" clearance in front of all panels and circuit breaker boxes) with labels identifying the function of each switch?
- ☐ Are ground fault circuit interrupters available for use?
- ☐ Are hand tools effectively grounded or an approved double insulated type?

MECHANICAL SAFETY

- ☐ Is defective equipment promptly reported, labeled, and repaired?
- ☐ Do all machines have guards to protect against points of operation, nip point, rotating parts, moving parts, flying chips, sparks, etc.?
- ☐ Are written standard operating procedures (SOPs) or job hazard or job safety analysis (JHA, JSA) for each machine available and executed by all employees?
- ☐ Are machines regularly cleaned and maintained?

- ☐ Are lock-out procedures followed and appropriate tags in place?
- ☐ Do only authorized employees perform repairs?

PORTABLE TOOLS

- ☐ Are all electrical hand tools in good operating condition?
- ☐ Are tools are free from cracks and broken parts?
- ☐ Are ladders free from dents, splinters, grease, dirt, etc.?
- ☐ Do the spreaders lock in place?
- ☐ Are all safety feet on the ladder in good condition?
- ☐ Are only approved welding equipment used?
- ☐ Are all welding equipment properly insulated?
- ☐ Are fuel gas hoses red , oxygen green , and inert gas black?
- ☐ Are gas cylinders legibly marked?
- ☐ Are gas cylinders and hoses free from cracks or dents?
- ☐ Are gas cylinders secured in an upright position by two steel chains or steel cables?

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