

Lincoln University General Laboratory Inspection Checklist

Department/Group/Laboratory:

Inspector:

Date:

Building and Room:

Laboratory Supervisor:

A.) LABORATORY ENVIRONMENT		Y/N/NA
1	Work areas illuminated	
2	Storage of combustible materials minimized	
3	Aisles and passageways are clear and unobstructed	
4	Trash is removed promptly	
5	No evidence of food or drink in active laboratory areas	
6	Wet surfaces are covered with nonslip materials	
7	Exits are illuminated and unobstructed	
8	Proper management of hazardous materials and waste	

Comments:

B.) EMERGENCY EQUIPMENT AND PLANNING		Y/N/NA
1	Fire extinguishers mounted and unobstructed	
2	Fire extinguishers fully charged with tamper indicator in place	
3	Fire extinguisher inspection up-to-date	
4	Eyewash unit and safety shower within 10 seconds of hazard	
5	Eyewash unit and safety shower inspection up-to-date	
6	Fire alarm pull stations unobstructed	
7	Spill control materials available and adequate for potential spills	

Comments:

C.) PERSONAL PROTECTIVE EQUIPMENT		Y/N/NA
1	Personnel are wearing appropriate eye and face protection	
2	Appropriate eye and face protection available for all hazards in the laboratory	
3	Personnel are wearing appropriate gloves	
4	Appropriate gloves are available for all hazards in the laboratory	
5	Shoes are appropriate to the hazard	
6	Clothing is appropriate to the hazards posed in the laboratory	

Comments:

Lincoln University General Laboratory Inspection Checklist

D.) SIGNS, LABELS, PLANS AND POSTINGS		Y/N/NA
1	Emergency action plan available	
2	Material safety data sheets accessible	
3	Chemical hygiene plan available	
4	Contact sheet posted and up-to-date	
5	Telephones labeled with emergency number	
6	Building evacuation routes posted	
7	Ice-making machines labeled "Not for human consumption"	
8	Chemical refrigerators labeled "No food"	
9	Food refrigerators labeled "Food only – no chemicals"	
10	Lasers labeled appropriately	
11	High voltage equipment labeled appropriately	
12	Emergency equipment labeled with highly visible signs	

Comments:

E.) ELECTRICAL HAZARDS		Y/N/NA
1	Flexible cords in good condition	
2	Cords are not on surfaces where flammable liquids may pool	
3	Cover plates in place for outlets and switches	
4	Circuit breaker panels are unobstructed	
5	Multi-plug adapters have overload protection	
6	No extension cords in use	
7	Ground fault circuit interrupters (GFCI) used for wet areas	
8	Guards/covers in place for electrophoresis devices	

Comments:

F.) HAZARDOUS MATERIALS/WASTE STORAGE		Y/N/NA
1	Heavy items on lower shelves	
2	Storage at least 18 inches below sprinkler heads	
3	Storage at least 24 inches below ceiling	
4	Means available to reach items stored above shoulder level	
5	Shelving adequate for loads imposed	
6	Chemicals stored by compatibility and hazard class	
7	Chemical containers clearly labeled with contents	
8	Corrosive chemical stored below eye level	
9	Materials with shelf lives dated upon receipt	

Lincoln University General Laboratory Inspection Checklist

F.) HAZARDOUS MATERIALS/WASTE STORAGE		Y/N/NA
10	Secondary containment used for incompatible wastes and other hazardous materials	
11	Waste containers are sealed except during transfers	
12	Waste containers labeled with the contents, "Hazardous Waste"	
13	Waste containers dated when first drop of waste entered	
14	Storage limited to <1 quart of acutely hazardous waste	
15	Storage limited to <55 gallons of hazardous waste	

Comments:

G.) COMPRESSED GASES AND CRYOGENICS		Y/N/NA
1	Toxic, flammable, corrosive gases used in chemical fume hood	
2	Cylinders stored by hazard class and chemical compatibility	
3	Gas cylinders stored upright and secured from tipping	
4	Regulators compatible with gas cylinder	
5	Cylinder carts available and used for transport of	
6	Valve caps in place when not in use	
7	Empty or unused cylinders returned to supplier	
8	Gases and cryogenic liquids dispensed in areas with good ventilation	
9	Cryogenic Dewars vented or have pressure relief devices	
10	Glass Dewars shielded	

Comments:

H.) PRESSURE AND VACUUM SYSTEMS		Y/N/NA
1	Vacuum glassware in good condition	
2	Vacuum pressure relief devices in place and inspected	
3	Glass vessels shielded/enclosed	
4	Temperature and pressure measuring devices in place where needed	

Comments:

Lincoln University General Laboratory Inspection Checklist

I.) CHEMICAL HOODS AND VENTILATION		Y/N/NA
1	Each chemical fume hood has been tested within last year	
2	Sash is closed when not in active use	
3	Chemical fume hood vents (baffles) unobstructed	
4	Chemical fume hood used with sash in appropriate position	
5	Chemical storage is limited in actively-used hoods	
6	Chemicals and equipment are at least 6 inches from the sash	

Comments:

J.) SECURITY		Y/N/NA
1	Doors to lab operate, close and lock properly	
2	Windows operate, close and lock properly	
3	Alarm systems are operating properly	
4	Keys and access cards kept in a secure area out of sight	

Comments:

K.) TRAINING/AWARENESS		Y/N/NA
1	Workers have attended all appropriate training	
2	Training has been documented	
	Laboratory personnel know...	
3	What to do in the event of an emergency, such as fire, injury, etc	
4	How to clean up chemical spills	
5	Location and contents of the chemical hygiene plan	
6	Knowledge of who is Chemical hygiene officer or safety manager for lab	
7	What an SDS is and where they and other safety information are stored	
8	What type of personal protective equipment to use and when to use it	
9	What to do with chemical waste and how to label it appropriately	
10	What are the most hazardous materials they use and what precautions to take when handling them	
11	The location of safety showers and eyewash units and how to use them	
12	The security policies and procedures in the laboratory	
13	To question unfamiliar visitors in the lab	
14	How and when to report injuries, illnesses or other incidents	
15	What resources exist within the department or organization for assistance or information regarding laboratory safety and security	

Comments:

Lincoln University General Laboratory Inspection Checklist

Overall Comments: