

# **COMPREHENSIVE LAB SAFETY CHECKLIST**

The SAFETY & ENVIRONMENTAL COMPLIANCE DEPARTMENT has developed this form to assist and inform USA faculty and staff in identifying and correcting potential laboratory hazards. If you have any questions regarding the contents of this checklist, please contact the Safety & Environmental Compliance Department at 460-7070.

	Yes	No	N/A
<b>Laboratory Safety Assessment</b>			
<b>Chemical Hygiene Plan</b>			
<ul style="list-style-type: none"> <li>Have all departments and research labs reviewed the Chemical hygiene plan?</li> </ul>			
<ul style="list-style-type: none"> <li>Are there any operations that require prior approval before beginning? (ex., Radiation Safety, Bio-safety committee)</li> </ul>			
<b>Standard Operating Procedures (SOP's)</b>			
<ul style="list-style-type: none"> <li>Are there written SOP's covering the basic laboratory safety and hygiene practices? Check last review date</li> </ul>			
<ul style="list-style-type: none"> <li>Is there a procedure for identifying particularly hazardous substances used in the lab? Do they have a department specific written procedure? Check last review date.</li> </ul>			
<ul style="list-style-type: none"> <li>Training of laboratory personnel documented.</li> </ul>			
<ul style="list-style-type: none"> <li>Director/PI has utilized the provided Lab Training Matrix</li> </ul>			
<ul style="list-style-type: none"> <li>Training is current with Chemical Hygiene Plan &amp; Hazard Communication Standard</li> </ul>			
<ul style="list-style-type: none"> <li>Training is complete on Hazardous waste management</li> </ul>			
<ul style="list-style-type: none"> <li>Training is complete on Blood borne Pathogen requirements</li> </ul>			
<b>HAZARDOUS MATERIALS</b>			
<ul style="list-style-type: none"> <li>Laboratory doors are labeled with emergency</li> </ul>			

	Yes	No	N/A
<ul style="list-style-type: none"> <li>Defined area for highly toxic or carcinogens clearly marked</li> </ul>			
<ul style="list-style-type: none"> <li>Secondary containment is provided for liquid chemicals</li> </ul>			
<ul style="list-style-type: none"> <li>No hazardous materials are stored in, around under or above sinks</li> </ul>			
<ul style="list-style-type: none"> <li>Incompatible chemicals are segregated and stored in compatible hazard classes.</li> </ul>			

	Yes	No	N/A
<b>Acutely Hazardous Substances</b>			
<ul style="list-style-type: none"> <li>• Have all acutely hazardous substances been identified?</li> </ul>			
<ul style="list-style-type: none"> <li>• Is a current inventory available with appropriate SDS information?</li> </ul>			
<ul style="list-style-type: none"> <li>• Are areas or hoods where these substances are in use posted with a designated hazard sign?</li> </ul>			
<ul style="list-style-type: none"> <li>• Have special procedures for these substances been</li> </ul>			

	Yes	No	N/A
<ul style="list-style-type: none"> <li>• Training for personnel handling hazardous waste is documented?</li> </ul>			
<ul style="list-style-type: none"> <li>• The Safety &amp; Environmental Compliance Department is called for waste pick up when containers are ¾ full</li> </ul>			
<ul style="list-style-type: none"> <li>• Waste containers sturdy, compatible with the waste, routinely checked for leaks and kept closed when not be filled.</li> </ul>			
<ul style="list-style-type: none"> <li>• Waste is segregated by compatible storage groups</li> </ul>			
<ul style="list-style-type: none"> <li>• Are there any non-hazardous chemicals that are drain disposed? If so, what are they?</li> </ul>			
<b>Labeling</b>			

- All hazardous waste containers have the

	Yes	No	N/A
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- Log of autoclave validation runs includes: date, time, duration of run, pressure, temperature and number of ampoules included in wast in

Revised:

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Yes

No

N/A

Revised: June 2018

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	Yes	No	N/A
<b>Non-Ionizing Radiation (NIR) Source</b>			
<ul style="list-style-type: none"> <li>• Have proper warning signs been posted?</li> </ul>			
<b>Emergency Planning &amp; Procedures</b>			
<ul style="list-style-type: none"> <li>• "In Case of Emergency" or "Emergency"</li> </ul>			