

CAHNRS LAB SAFETY INSPECTION CHECKLIST

Laboratory Information	
Department	
Building	
Room(s)	
Principal Investigator (PI)	
PI Phone number	
PI email address	
Lab Safety Contact	
Lab safety Phone number	
Lab Safety email	
Lab Phone number	

<input type="checkbox"/>	Radiation	<input type="checkbox"/>	BSL 2 or above	<input type="checkbox"/>	Lasers	<input type="checkbox"/>	Animals
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Chemical Types Present			
<input type="checkbox"/>	Particularly Hazardous Substances (carcinogens, acute toxins, reproductive toxins)	<input type="checkbox"/>	Flammables
<input type="checkbox"/>	Regulated Carcinogens	<input type="checkbox"/>	Explosives
<input type="checkbox"/>	Pyrophorics	<input type="checkbox"/>	Corrosives
<input type="checkbox"/>	Peroxide formers	<input type="checkbox"/>	Water reactives

Inspection Information	
Date	
Inspector	
Inspector email	
Inspector phone number	
Accompanied by	

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Hazard Communication				
Acceptable	Not Acceptable	Critical	Item	Comments
			Laboratory Signage present and updated	
			Laboratory Specific Chemical Hygiene Plan (CHP) completed and updated annually	
			Laboratory Safety Manual and CHP available to all employees	
			Current Chemical Inventory accessible	
			MSDS information is accessible and available to employees	
			Containers are labeled	
			Chemical storage cabinets labeled	
			Standard Operating Procedures (SOP's) are present for Particularly Hazardous Substances	
			PPE assessments have been conducted, personnel trained and all items documented	
			Initial Safety Training documented	
			Hazardous Waste Handler training documented	
			Employee is entered into WSU Respirator Program (if applicable)	
			IACUC training provided (if applicable)	
			Chemical storage cabinets labeled (i.e. corrosive, flammable, etc)	
			Specialty hoods labeled appropriately (perchloric, biosafety, etc)	
			Additional signage present if required (radiation, BSL, Laser)	

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General Safety				
Acceptable	Not Acceptable	Critical	Item	Comments
			Corridors, aisles, exits not blocked (24" minimum width)	
			Laboratory doors kept closed	
			Approved emergency wash facilities (shower and/or eyewash) accessible within 10 seconds	
			Emergency eyewash flushed weekly	
			Emergency shower inspected within last year	
			Emergency Wash Facilities are unobstructed and clear of tripping hazards	
			First aid kit present and stocked	
			Chemical spill kit available and personnel trained	
			Refrigerators/Freezers labeled appropriately	
			Gas Cylinders upright and chained/belted to stable structure	
			Gas Cylinders have safety caps in place when not in use.	
			Engineering controls functional: fume hoods, clean benches, etc	
			Housekeeping: no floor storage, chemicals stored when not in use, lab benches clear when not in use, paper clean and in good repair	
			Lab is free of food, drink, cosmetics	
			Correct tubing used on burners	
			Approved Sharps disposal containers no more than $\frac{3}{4}$ full, no recapped needles	
			Approved Glass waste containers present	

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			Fire extinguishers present and inspected	
			Fire extinguishers not blocked	
Fume Hoods				
Acceptable	Not Acceptable	Critical	Item	Comments
			Audible/visual flow alarm functional	
			Minimal clutter in hood (equipment, chemicals)	
			Fume hood not used for storage	
			Sash marking present at 18"	
			Certification up to date (note fume hood number and date in comments)	
			Visual smoke test performed yes/no	

Biosafety Cabinets				
Acceptable	Not Acceptable	Critical	Item	Comments
			Certified within one year	

Chemical Waste				
Acceptable	Not Acceptable	Critical	Item	Comments
			Safety cans available and labeled for disposal of solvents	
			Containers available and labeled for disposal of hazardous waste	
			Waste containers in good condition and kept and closed	
			No funnels present in chemical waste containers	
			Hazardous waste in secondary containment	
			Chemical waste disposed of when $\frac{3}{4}$ full	

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			Hazardous waste materials not found in regular trash	
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Mechanical Electrical Safety				
Acceptable	Not Acceptable	Critical	Item	Comments
			Moveable parts guarded as appropriate	
			Electrical panel accessible	
			No posting on electrical panel	
			Plugs, cords, and outlets in good condition	
			Outlets not overloaded (no daisy chained power strips)	
			Extension cords only present for immediate use and do not pose a trip hazard (i.e. taped down, covered)	
			No power cords under doors, carpets or through ceilings	

Chemical Storage and Compatibility				
Acceptable	Not Acceptable	Critical	Item	Comments
			Less than 10 gallons of flammables located outside of flammable cabinets	
			Maximum of 60 gallons of flammable liquids per flammable storage cabinet, maximum of 3 flammable cabinets per lab/fire area.	
			Flammable storage refrigerator/freezer labeled	
			Minimal acids stored outside corrosive cabinet	

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			Strong acids and bases stored in secondary containment	
			Incompatibles segregated	
			Chemical containers in good condition	
			Chemical storage cabinets clearly labeled (corrosive, flammable, etc)	
Acceptable	Not Acceptable	Critical	Item	Comments
			Combustible materials not stored with flammables	
			Secondary containers correctly labeled (chemical identifier, hazards, etc)	
			Primary container labels in good condition	
			Ethers and other peroxide formers dated	
			Water reactives segregated, contained and labeled	
			Carcinogens segregated and stored in designated areas	
			Pyrophorics segregated, contained and labeled	

Laser				
Acceptable	Not Acceptable	Critical	Item	Comments
			Laser Safety Program (LSP) available and completed for class 3B, 4 lasers	
			Correct signage present	
			Education and training conducted and documented as outlined in LSP	
			PPE has been evaluated, hazard assessment completed, training completed and documented	

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			PPE is readily available and appropriate for the laser	
			Area is appropriately posted	
			Standard Operating Procedures have been developed	
			Laser labels are intact	
Acceptable	Not Acceptable	Critical	Item	Comments
			Key control or authorized user access in place as outlined in LSP	
			Activation warning system present and operational	
			Indoor laser control area designated, posted and labeled	
			Barriers/Screens (if present) are noncombustible	
			Windows and other reflective surfaces covered or shielded from beam	
			Physical evidence of stray beams present	
			Beam stops present	
			If beam crosses a walkway then posted barriers are present when laser is in operation	
			No exposed wiring or circuits	
			Grounding straps and devices are in good condition	
			Are laser dyes or other potential hazards present or used	