

Notes



Monthly Laboratory Safety Assessment

ASSESSOR : _____
 MEMBERS PRESENT : _____
 DATE : _____

LABORATORY NAME:			
PRIMARY ROOM		LAST ASSESSMENT DATE	
ADDITIONAL ROOMS			

INFORMATION AND TRAINING

YES	NO	N/A		
◇	◇	◇	A1	Applicable written programs are available and accessible to laboratory workers.
◇	◇	◇	A2-A	Appropriate, current laboratory safety signage is posted near main laboratory entrance.
◇	◇	◇	A2-B	Appropriate, current emergency information is posted near main laboratory entrance and near phones.
◇	◇	◇	A3	All laboratory workers have completed applicable safety training.
◇	◇	◇	A4	Laboratory has laboratory specific procedures and applicable workers are trained on them.
◇	◇	◇	A5	Training records are maintained.
◇	◇	◇	A6	Incident/Accident/Illness Report and Supervisor's Accident Report forms are available.
◇	◇	◇	A7	Chemical Inventory is available, current, and stored near main laboratory exit or outside of the laboratory.
◇	◇	◇	A8	Material Safety Data Sheets are available and stored near main laboratory exit or outside of the laboratory.
◇	◇	◇	A9	Monthly Walkthrough Sheets are in a clearly labeled binder.

COMMENTS:

GENERAL

YES	NO	N/A		
◇	◇	◇	B1	Sharps properly stored and disposed.
◇	◇	◇	B2	Equipment over four (4) feet high is seismically braced.
◇	◇	◇	B3	Sinks are posted with "Non-potable Water" sign.

◇	◇	◇	B4	Culinary water supply has sufficient backflow prevention in place. This is especially important if equipment is supplied through the culinary system.
◇	◇	◇	B5	NO evidence of food or drink for human consumption in the lab.
◇	◇	◇	B6	Work surfaces are clean and uncluttered.
◇	◇	◇	B7	Equipment guards in place for protection against mechanical hazards.

COMMENTS:

SAFETY EQUIPMENT

YES	NO	N/A		
◇	◇	◇	C1	Eyewash and/or safety shower are available and unobstructed.
◇	◇	◇	C2-A	Eyewash and/or safety shower are tested monthly.
◇	◇	◇	C2-B	Eyewash is activated monthly and documented.
◇	◇	◇	C3	First aid kit available, properly stocked, and unobstructed.
◇	◇	◇	C4	Fire extinguisher is maintained and unobstructed.
◇	◇	◇	C5	Spill kit is available, properly stocked, and easily accessible.
◇	◇	◇	C6	Signage is posted indicating locations of fire extinguishers, eyewash, shower, fire blanket, and spill kit.

COMMENTS:

LOCAL EXHAUST VENTILATION (LEV)

YES	NO	N/A		
◇	◇	◇	D1	Fume hood certified annually.
◇	◇	◇	D2	LEV is properly used.
◇	◇	◇	D3	Fume hood sash is operational and used at proper height.
◇	◇	◇	D4	Storage of materials is minimized and baffles/exhaust points have adequate clearance.
◇	◇	◇	D5	LEV alarms are functioning properly.

COMMENTS:

HAZARDOUS MATERIALS

YES	NO	N/A		
◇	◇	◇	E1	Less than 10 gallons of flammable liquids are stored outside flammable cabinet(s).
◇	◇	◇	E2	Compressed gas cylinders are properly secured, stored, and used.
◇	◇	◇	E3	Mercury containing devices are NOT in use or stored.
◇	◇	◇	E4	Dangerously unstable chemicals (e.g. peroxide formers) are properly

				dated, stored, and tested or disposed prior to expiration date.
◇	◇	◇	E5	Containers are securely capped/closed.
◇	◇	◇	E6	Flammable liquids (all Class I) containers greater than one (1) gallon are safety cans.
◇	◇	◇	E7	Chemical waste accumulated for less than six (6) months.
◇	◇	◇	E8	Chemical storage areas/cabinets are clearly labeled (SAA, flammable, corrosive, etc.).
◇	◇	◇	E9	Hazardous liquids are stored in secondary containment.
◇	◇	◇	E10	Safety lips installed on chemical storage shelves.
◇	◇	◇	E11	Chemicals are stored properly; including storage with compatible chemicals and materials.
◇	◇	◇	E12	Only bleach and compatible cleaning agents are stored near sinks.
◇	◇	◇	E13	Hazardous liquids are stored below eye level.
◇	◇	◇	E14	Flammable materials are not stored in standard refrigerators or freezers.
◇	◇	◇	E15	Carcinogen hazard signage posted on lab door and containers.
◇	◇	◇	E16	All containers are properly labeled.

COMMENTS:

PERSONAL PROTECTIVE EQUIPMENT (PPE)

YES	NO	N/A		
◇	◇	◇	F1	Appropriate gloves are available and in good condition.
◇	◇	◇	F2	All latex gloves are powder free.
◇	◇	◇	F3	Appropriate eye, ear and face protection is available and in good, sanitary condition.
◇	◇	◇	F4	Appropriate PPE is available for liquid nitrogen handling/use.
◇	◇	◇	F5	Appropriate lab coats, aprons, or other protective clothing is available and in good condition.
◇	◇	◇	F6	Respirators are in good use.
◇	◇	◇	F7	Respirators use meets voluntary use.
◇	◇	◇	F8	Respirators users have proper training, medical clearance, and/or fit testing.
◇	◇	◇	F9	Appropriate PPE is used and used properly.
◇	◇	◇	F10	Closed-toed shoes are worn.

COMMENTS:

FIRE AND LIFE SAFETY

YES	NO	N/A		
◇	◇	◇	G1	No storage within twenty-four (24) inches (un-sprinkled) or eighteen (18)

				inches (sprinkled) of ceiling.
◇	◇	◇	G2	Aisles and exits are kept clear with no tripping hazards.
◇	◇	◇	G3	Fire doors are not improperly propped or blocked open.
◇	◇	◇	G4	All ceiling tiles are in place.
◇	◇	◇	G5	Fire blanket is available and unobstructed.
◇	◇	◇	G6	Equipment and cords appear to be in good condition.
◇	◇	◇	G7	Electrical outlets and power strips are in good working condition and properly used.
◇	◇	◇	G8	NO space heaters are used in lab.
◇	◇	◇	G9	Electrical extension cords are used for only temporary purpose, properly used, and in good condition.
◇	◇	◇	G10	Electrical panels are unobstructed and closed.
COMMENTS:				