

SF: SANTA FE COLLEGE

Laboratory Inspection Checklist

Laboratory Name: _____	
Location (Bldg/Room) _____	Inspection Date: _____
Name of Inspector (Print): _____	

Laboratory Environment

	Yes	No	N/A
Storage of combustible materials is minimized			
Work areas are fully illuminated			
Aisles and passageways are clear and unobstructed			
Trash is removed promptly			
No evidence of food or drink in laboratory areas			
Wet surfaces are covered with nonslip materials			
Exits are illuminated and unobstructed			
Proper management of hazardous materials and waste			

COMMENTS: _____

Emergency Equipment and Planning

	Yes	No	N/A
Fire extinguishers are mounted and unobstructed			
Fire extinguishers are fully charged with tamper indicator in place			
Fire extinguisher inspection is up-to-date			
Eyewash unit and safety shower are within 10 seconds of hazard			
Eyewash unit and safety shower inspection are up-to-date			
Fire alarm pull stations are unobstructed			
Spill control materials are available and adequate			

COMMENTS: _____

Personal Protective Equipment

	Yes	No	N/A
Personnel are wearing appropriate eye and face protection			
Appropriate eye and face protection is available for all hazards			
Personnel are wearing appropriate gloves			
Appropriate gloves are available for all applicable hazards			
Shoes are appropriate to the applicable hazard(s)			
Clothing is appropriate to the applicable hazard(s)			

COMMENTS: _____

SIGNS, LABELS, PLANS, AND POSTINGS

	Yes	No	N/A
Emergency action plan is available			
Safety data sheets are accessible			
Chemical hygiene plan is available			
Contact sheet is posted and up-to-date			
Telephones are labeled with emergency numbers			
Building evacuation routes are posted			
Ice machines are labeled "Not for human consumption"			
Chemical refrigerators are labeled "No food or drink"			
Food refrigerators are labeled "Food only – no chemicals"			
Lasers are appropriately labeled			
High voltage equipment labeled appropriately			
Emergency equipment labeled with highly visible signs			

COMMENTS: _____

ELECTRICAL HAZARDS

	Yes	No	N/A
Flexible cords are in good condition			
Cords do not touch surfaces where flammable liquids may pool			
Cover plates are in place for all outlets and switches			
Circuit breaker panels are unobstructed			
Multi-plug adapters have overload protection			
No extension cords are in use			
Ground fault circuit interrupters (GFCI) are used for wet areas			
Guards/covers are in place for electrophoresis devices			

COMMENTS: _____

STORAGE

	Yes	No	N/A
Heavy items are stored on lower shelves			
Storage ends at least 18 inches below sprinkler heads			
Storage ends at least 24 inches below ceiling			
Means are available to reach items stored above shoulder level			
Shelving is adequate for loads imposed			
Chemicals are stored by compatibility and hazard class			
Chemical containers are clearly labeled with contents			
Corrosive chemicals are stored below eye level			
Materials with shelf lives are dated upon receipt			
Secondary containment is used near sinks and drains			
Waste containers are sealed except during transfers			
Waste containers are labeled as Hazardous/Non-Hazardous			
Storage is limited to <1 quart of acutely hazardous waste			
Storage is limited to <55 gallons of hazardous waste			

COMMENTS: _____

COMPRESSED GASES AND CRYOGENICS

	Yes	No	N/A
Toxic, flammable, & corrosive gases used under a chemical fume hood			
Cylinders are stored by hazard class and chemical compatibility			
Gas cylinders are stored upright and secured from tipping			
Regulators are compatible with gas cylinders			
Cylinder carts are available and used for transport			
Valve caps are in place when not in use			
Empty or unused cylinders are returned to supplier			
Gases and cryogenic liquids are dispensed in areas with good ventilation			
Cryogenic Dewars are vented or have pressure relief devices			
Glass Dewars are shielded			

COMMENTS: _____

PRESSURE AND VACUUM SYSTEMS

	Yes	No	N/A
Vacuum glassware is in good condition			
Vacuum pressure relief devices are in place and inspected			
Glass vessels are shielded/enclosed			
Temperature & pressure measuring devices are in place where needed			

COMMENTS: _____

CHEMICAL HOODS AND VENTILATION

	Yes	No	N/A
Each chemical fume hood has been tested within last year			
Sash is closed when not in active use			
Chemical fume hood vents (baffles) are unobstructed			
Chemical fume hood is used with sash in appropriate position			
Chemical storage is limited in actively-used hoods			
Chemicals and equipment are at least 6 inches from the sash			

COMMENTS: _____

SECURITY

	Yes	No	N/A
Doors to lab operate, close, and lock properly			
Windows operate, close, and lock properly			
Alarm systems are operating properly			
Keys and access cards are kept in a secure area out of sight			

COMMENTS: _____

TRAINING/AWARENESS

	Yes	No	N/A
Workers have completed all appropriate training			
Training has been documented			
Laboratory personnel are trained in/aware of:			
What to do in the event of an emergency			
How to clean up chemical spills			
Location and contents of chemical hygiene plan			
Chemical hygiene officer or safety manager			
Where SDS and other safety information are stored			
What type of personal protective equipment to use			
How to label and dispose of chemical waste			
Hazardous materials used and associated precautions			
Location of safety showers and eyewash units			
How to use safety showers and eyewash units			
Security policies and procedures in the laboratory			
When to question unfamiliar visitors in the lab			
How and when to report injuries, illnesses, and incidents			
Assistance resources within the department			

COMMENTS: _____

Inspector Signature: _____	Date: _____
Lab Manager Signature: _____	Date: _____
Department Chair Signature: _____	Date: _____