

LABORATORY & SHOP INSPECTION CHECKLIST

Building & Rm(s): _____	Inspected By: _____
PI/Area Supervisor: _____	Date: _____

All areas containing hazardous materials must be inspected at least quarterly. Note corrective actions taken for any "No" responses. Retain all documentation regarding inspections for a minimum of 3 years. Contact EH&S at 723-0448/ www.stanford.edu/dept/EHS for questions or additional information.

Y	N	N/A	General Safety
			1. Is emergency equipment available (fire extinguishers, pull alarms, safety showers, spill kit, etc.) with unobstructed access at all times?
			2. Are aisles, corridors and stairwells unobstructed and free of trip hazards, equipment, hazardous material, or combustible storage?
			3. Are personal protective equipment (PPE) and engineered controls available and used as appropriate?
			4. Are work areas free of electrical hazards? (No exposed wiring, damaged electrical cords, or unsafe use of extension cords/power strips)
			5. Are floors dry and free of slip hazards; bench tops (including hoods) reasonably organized and clean?
			6. Is required training and documentation for lab personnel current? (BBP, Chemical, Gas Cylinder, Radiation Safety, Animal Care and Use, Shipping Hazardous Goods, etc.)
			7. Does lab personnel know how to report unsafe conditions, emergencies, or accidents?
Y	N	N/A	Hazardous Materials & Waste
			8. Is information posted in Life Safety Box current? (Lab responsibilities: Emergency contacts, chemical storage maps)
			9. Are containers labeled with full chemical name?
			10. Is the chemical inventory up to date in ChemTracker (including gas cylinders)?
			11. Are chemical waste containers labeled with complete generator information on waste tags with containers removed from lab prior to 8 months of date of generation?
			12. Are all containers closed when not in use and in good condition?
			13. Are leak-proof secondary containers provided and used to prevent accidental drain discharge or to segregate incompatible chemicals?
			14. Are incompatible chemicals segregated according to SU storage scheme?
			15. Is lab area free from leaks and /or spills, including secondary containment trays?
			16. Are chemicals and wastes stored appropriately (Flammable liquids >10 gallons (including waste) in approved flammable liquid storage cabinets, fume hood storage minimized, corrosives in corrosive cabinets)
			17. Is biohazardous waste stored and disposed of appropriately? (Red bags with proper signage in hard-sided, closed secondary containers; sharps containers not overfilled)
			18. Are gas cylinders and lecture bottles in storage properly restrained and valve caps in place?

Quarterly Topics (continue on back)

- Quarter 1, 2006: Laboratory Safety Communications
- Quarter 2, 2006:
- Quarter 3, 2006:
- Quarter 4, 2006:

LABORATORY & SHOP INSPECTION CHECKLIST (cont)

Quarter 1-2006

Y	N	N/A	Quarterly Topic: LABORATORY SAFETY COMMUNICATION
			19. Is there a systematic mechanism for distributing health and safety related information and updates to lab members?
			20. Is the lab familiar with health and safety related resources including information on websites or the CAP team members for their building?
			21. Are health and safety resource websites bookmarked on lab computers?
			22. Are regulatory agency inspection results and self-inspection findings and corrections routinely shared during lab meetings?
			23. Are lab members aware of how to report a chemical spill and spill response procedures?
			24. Are lab members familiar with how to report incidents or accidents?
			25.
			26.

Comments & Additional Findings