

## 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 three years. Contact Stanford EH&S at 723-0448/ [www.stanford.edu/dept/EHS](http://www.stanford.edu/dept/EHS) for questions or additional information.

Y	N	N/A	<b>General Safety</b>
			1. Is appropriate 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 engineering controls available and used as appropriately?
			4. Are work areas free of electrical hazards? (No exposed wiring, damaged electrical cords, or use of extension cords/power strips)
			5. Are floors dry and free of slip hazards; bench tops (including those in 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. Do lab personnel know how to report unsafe conditions, emergencies, or accidents?
Y	N	N/A	<b>Hazardous Materials &amp; Waste</b>
			8. Is information posted in Life Safety Box current? (Lab responsibilities: Emergency contacts, chemical storage maps)
			9. Are chemical 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 eight 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 discharge to drain or 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 and acetic acid) 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, 2007: Fire Safety
- Quarter 2, 2007:
- Quarter 3, 2007:
- Quarter 4, 2007:

## LABORATORY & SHOP INSPECTION CHECKLIST (cont.)

Quarter 1-2007

Y	N	N/A	<b>Quarterly Topic: FIRE SAFETY – EMERGENCY RESPONSE</b>
			19. Are lab personnel familiar with how to report incidents, accidents or emergencies?
			20. Are lab personnel familiar with evacuation routes and department emergency procedures?
			21. Are lab personnel familiar with location of safety equipment and their Emergency Assembly Point (EAP)?
			22. Are exit paths (halls, corridors) maintained free of obstructions and storage?
			23. Are cabinets, furniture and equipment taller than four feet braced or anchored?
			24. Are lab members aware of SOM procedures for spill response and reporting?
			25. Is the chemical inventory reported in ChemTracker accurate?
			26. Is contact information listed on Emergency Notification Form and Chemical Storage Map located in Life Safety Box current, accurate and dated/initialed within the past year?

Quarter 1-2007

Y	N	N/A	<b>Quarterly Topic: FIRE SAFETY – FIRE PROTECTION</b>
			27. Is the area around fire extinguishers, pull alarms, emergency showers, and electrical panels kept clear at all times?
			28. Are fire extinguishers, emergency showers/eye wash stations, fume hoods routinely serviced and operational?
			29. Is eighteen-inch vertical clearance maintained from the fire sprinkler heads?
			30. Are all doors to corridors closed unless they are attached to hold open devices connected to a fire detection/suppressions system (magnetic hold-opens)?
			31. Are ceiling tiles missing or are holes in walls (penetrations) present in the lab?

Quarter 1-2007

Y	N	N/A	<b>Quarterly Topic: FIRE SAFETY – FIRE PREVENTION</b>
			32. Are extension cords and surge suppressors NOT “daisy-chained and used properly?
			33. Is lab equipment free of exposed wiring or frayed electrical cords ?
			34. Is combustible storage around ignition sources (open flame, heating coils, heat-generating equipment) minimized?
			35. Are flammable liquids properly stored in approved flammable liquid storage cabinets?
			36. Are flammable liquids dispensed using top-mounted pumps (no spigots or gravity dispensing)?
			37. Are refrigerated flammable liquids stored in explosion-proof refrigerators?
			38. Is lab area free of excess combustible storage (cardboard boxes, packing materials, stacks of paper)?

### Comments & Additional Findings