

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 for questions or additional information.

Y	N	N/A	General Safety
			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. EXPANDED: 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?
			8. Are cabinets, furniture, and equipment taller than 4-feet seismically braced or anchored?
			9. NEW: Verify that previous deficiencies noted during inspections have been corrected.
Y	N	N/A	Hazardous Materials & Waste
			10. Is information posted in Life Safety Box current? (Lab responsibilities: Emergency contacts, chemical storage maps)
			11. Are chemical containers labeled with full chemical name?
			12. Is the chemical inventory up to date in ChemTracker (including gas cylinders)?
			13. 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?
			14. Are all containers closed when not in use and in good condition?
			15. Are leak-proof secondary containers provided and used to prevent accidental discharge to drain or segregate incompatible chemicals?
			16. Are incompatible chemicals segregated according to SU storage scheme?
			17. Is lab area free from leaks and /or spills, including secondary containment trays?
			18. 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]
			19. Is biohazardous waste stored and disposed of appropriately? (Red bags with proper signage in hard-sided, closed secondary containers; sharps containers not overfilled)
			20. Are gas cylinders and lecture bottles in storage properly restrained and valve caps in place?

Quarterly Topics (continue on back)

- Quarter 1, 2008: Verify and Update Training Records
- Quarter 2, 2008:
- Quarter 3, 2008:
- Quarter 4, 2008:

LABORATORY & SHOP INSPECTION CHECKLIST (cont.)

Quarter 1-2008

Y	N	N/A	Quarterly Topic: VERIFY AND UPDATE TRAINING RECORDS
			21. Have all the individuals in your lab review their training records this quarter.
			22. Do the training records posted in AXESS/STARS accurately reflect ALL the training that lab personnel have completed to date?
			23. Have all lab-affiliated personnel review the UPDATED EHS Training Advisor Questionnaire: <ul style="list-style-type: none"> a. General Safety for All Staff b. Laboratory Employees and Support Staff c. Non-Laboratory Staff
			24. Have all individuals in your lab enroll in and take any training that is required based on the reviews conducted in items 21., 22., and 23.. <ul style="list-style-type: none"> a. Lab Safety Training Modules from "SafetyTrain" <ul style="list-style-type: none"> General Safety & Emergency Preparedness (EHS-4200-WEB) Chemical Safety for Laboratories (EHS-1900-WEB) Biosafety (EHS-1500-WEB) Compressed Gas Safety (EHS-2200-WEB) b. Initial or Refresher Training Courses <ul style="list-style-type: none"> Bloodborne Pathogens (EHS-1600-PROG) Annual Refresher DOT Shipping...(EHS 2700-WEB or EHS-2600) Refresh every two years c. Additional Work-Specific Training (i.e. Radiation or Laser Safety, Animal Care & Use, etc.)
			25. Are laboratory personnel aware of the NEW SOM Health and Safety Programs Office's online MESSAGEBOARD?

Comments & Additional Findings