

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 appropriate?
			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?
			8. Are cabinets, furniture, and equipment taller than 4-feet seismically braced or anchored?
			9. 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, 2009: Emergency Notification for Laboratories
- Quarter 2, 2009:
- Quarter 3, 2009:
- Quarter 4, 2009:

LABORATORY & SHOP INSPECTION CHECKLIST (cont.)

Quarter 1-2009

Y	N	N/A	Quarterly Topic: EMERGENCY NOTIFICATION FOR LABORATORIES
			21. Does the Emergency Notification Form located in each Life Safety Box list up-to-date contacts and contact information?
			22. Is there a date and initial on the Chemical Storage Map and Emergency Notification Form, indicating that the information has been reviewed?
			23. Has the chemical inventory for the lab been reviewed and updated in ChemTracker within the past six months?
			24. Was laboratory staff contacted via your department's emergency phone tree as part of the University Emergency Exercise in Feb 2009?
			25. Has your laboratory personnel roster been updated in the last 6 months?
			26. Has the updated laboratory roster been provided to your department/division/Institute's Emergency Coordinator?
			27. Have lab members received their, "What to do in an Emergency" wallet card?
			28. Does your department have an emergency hotline number?
			a. If so, is laboratory staff familiar with the emergency hotline number as a source for RECEIVING information?
			b. Is laboratory staff familiar with 286 for REPORTING unusual odors, spills, utility failures, medical emergencies or work-related injuries while on campus from SOM buildings?
			29. Are laboratory STAFF aware of procedures for reporting incidents or exposures and receiving treatment for work-related accidents through the Stanford Occupational Health Center? (http://www.stanford.edu/dept/EHS/prod/researchlab/IH/SUOHC/)
			30. Are POST DOCS and GRADUATE STUDENTS aware of procedures for reporting incidents or exposures and receiving treatment through Vaden Health Center? (http://vaden.stanford.edu/emergencies/getting_help.html)

Comments & Additional Findings