

## 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](http://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: Hazardous Materials and Waste Inspection Preparation

Quarter 3, 2006:

Quarter 4, 2006:

## LABORATORY & SHOP INSPECTION CHECKLIST (cont)

Quarter 1-2006

Y	N	N/A	Quarterly Topic: HAZARDOUS MATERIALS AND WASTE INSPECTION PREPARATION
			19. Does the chemical inventory posted in the life safety box "reasonably" represent the materials stored in your laboratory?
			20. Has your lab checked ALL chemical storage locations including personal lab benches, fumehoods, refrigerators, under sinks, chemical storage cabinets to verify that hazardous materials are properly labeled with full chemical names?
			21. Is your lab also checking "shared" work and storage locations such as cold/constant temperature, fumehood, common equipment and/or dark rooms?
			22. Are all containers segregated and secondarily contained to prevent unwanted reactions while in storage? (i.e. Following the Stanford compatible storage group classification system is a good guide for storing compatible oxidizers including peroxides (storage group E), and pyrophoric and water reactive materials (B), Materials that are incompatible with all other storage groups are designated as storage group X .
			23. Are all members of your lab familiar with where to find storage group information?
			24. Are gas cylinders stored in labs and other hazardous materials storage locations reported in ChemTracker?
			25. Are gas cylinders properly stored with valve covers in place, two sets of chains at 1/3 and 2/3 height, and <u>only</u> two cylinders "nested" together at any time?
			26. Are all lab personnel working with hazardous materials familiar with the hazardous properties and proper disposal for waste generated by their research experiments?
			27. Does your lab have a process for "checking out" when staff or students relocate to a new lab or leave Stanford?
			28. Is your lab staff familiar with online resources such as SafetyTrain or the compliance videos?
			29. Have all the areas above been inspected by your lab members and correction(s) completed and documented?

### Comments & Additional Findings