

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. 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	Hazardous Materials & Waste
			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: Lab Safety Signage
- Quarter 3, 2007:
- Quarter 4, 2007:

LABORATORY & SHOP INSPECTION CHECKLIST (cont.)

Quarter 2-2007

Y	N	N/A	Quarterly Topic: LAB SAFETY SIGNAGE
			19. In areas where the yellow 'Caution Radioactive Materials' signs are posted, are lab personnel that are NOT working with radioactive materials familiar with the NEW training, "Working Safely Near Radioactive Materials (EHS-5275)?
			20. Does your laser room have the NEW warning signage posted at the entrance and are units registered with the Health Physics office?
			21. Is the new medical waste poster prominently displayed in areas where bio-hazardous waste is generated?
			22. Is there a Biosafety placard present at the entrance to the lab if you are using BL-2 or BL-3 agents?
			23. Are the Biohazard labels on the top and lateral sides of Medical Waste secondary containment in good shape? (i.e. Clean and NOT peeling off!)
			24. Are current protocols filed with the Biosafety Office, and is the information on the posted placard accurate?
			25. Is the chemical waste poster prominently displayed in the lab?
			26. Are 'Do not dispose of chemicals down the drain' posters/signs in place over sinks?
			27. Extra – Check around your work area; what other safety signage is present? Do you need new or more signs? Call your Compliance Assistant or our office.

Comments & Additional Findings