

- Laboratory inspection follow up required
 Laboratory inspection completed

University of Nevada Las Vegas

LABORATORY SAFETY INSPECTION CHECKLIST

*To be completed and signed by the Laboratory Supervisor(s) once a year prior to inspection
Risk Management and Safety office*

Laboratory Name	Laboratory Location (building, room #)	Laboratory Supervisor (Name, e-mail, phone)
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Safety Item	Status (Yes, No or N/A)	Action/Note
General		
Written safety and handling <u>instructions</u> for hazardous materials and potentially dangerous procedures conducted in the lab. (Instructions and procedures must be present in lab) Lab Safety Procedures		
Safety <u>training documentation</u> for potentially dangerous procedures available and signed by lab worker (trainee) Lab Safety Procedures		
Emergency phone numbers posted inside laboratory		
First Aid Kit present & stocked		
No blocked/obstructed exit Fire Safety Link		
Fire extinguishers unobstructed Fire Safety Link		
Sprinklers unobstructed / no high storage (18" with sprinklers and 24" with no sprinkler present) Fire Safety Link		
No broken glassware in use/ separate disposal container for broken glass		
No exposed sharps		
No evidence of food or drink consumption or storage inside lab		
Warning signs posted outside of door/on refrigerators/for hazardous areas		
Equipment safety guards in place		
Hand washing soap and towels available		
Laboratory floors clear of tripping hazards		
Chemical Use		
Lab personnel know how to access Material Safety Data Sheets		

No excessive and/or inappropriate storage in the fume hood enclosure		
Chemical containers closed when not in use		
Chemical Storage		
Secondary chemical containers properly labeled (content, date, initials)		
Chemical storage cabinets properly labeled		
Incompatible materials stored separately (flammables, corrosive, oxidizers, gases) Incompatible Chemicals		
Peroxide forming materials not expired		
No corrosive liquids stored above eye level		
No corroded or compromised containers present		
Hazardous materials storage available if required		
Fire Safety		
No more than 5 gallons of flammable stored outside flammable container Fire Safety Link		
No excess combustible material stored. No combustible material near ignition source. Fire Safety Link		
Protective Equipment		
Appropriate protective clothing worn (for legs, arms, feet) during work		
Adequate gloves available and in use.		
All required respirators are approved/in good condition/users are trained & fit tested		
Safety goggles available and in use		
Emergency Equipment		
Lab personnel know location of eyewash/safety shower		
Ensure shower/eyewash not obstructed and working properly		
Ensure spill clean-up materials available		
Hazardous Waste		
Chemical wastes stored and labeled properly		
Sharp containers in good condition and not overfilled		
Other Hazards		
Carcinogen work/storage area posted, and used properly		
Appropriate DEA license for controlled and hazardous substances		
Compressed gas regulators used for cylinders		
Gas cylinders secured to avoid tipping		

Face shield and long sleeve gloves used to transfer larger amounts of cryogenic liquids		
Log maintained for ultra-centrifuge rotors (> 80,000 rpm)		
Vacuum systems are appropriately trapped		
Biological		
Biosafety signs and labels present		
Biosafety documentation present (ECP, Protocols, HBV Docs, etc.)		
Biological cabinets certified and used properly		
Biological safety cabinets located away from doors and heavily traveled areas and other disruptive equipment so as to maintain cabinets airflow parameters for containment		
Adequate decontamination procedures in place		
Disinfectants effective against the agents in use are available at all times within the areas where the biohazardous material is handled or stored		
What disinfectant is used?		
Laminar/clean air benches & similar equipment not being used for biohazards		
Does this lab use an autoclave? Specify location		
Biohazard waste disposed in appropriate container		

Supervisor Name:	Date:	Signature:
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RMS Inspector:	Date:	Signature: