Laboratory Safety (Chemical Hygiene)
Self-Audit Checklist

The purpose of this lab audit form is to allow lab personnel to do quick and easy self-audit of their labs. The checklist incorporates major components of lab safety and covers many of the regulatory items pertaining to laboratory work. This checklist is not meant to be all inclusive, but should serve as an easy way to generally check on major components of your chemical hygiene plan (lab health and safety programs).

Researcher name:______________________  Audit Date:  ______________________
Audited by (name):_________________________
Building_______________ Room #____________ Dept.______________________

Mark √ Accomplished; _x_ not done; _NA_ not applicable to our lab/department.

Administrative:

_____ Staff has reviewed university lab safety manual/Chemical Hygiene Plan (CHP)
_____ Individual PI’s procedures/lab specific safety plans are available in lab
_____ Safety Officer or safety duties assigned to lab workers
_____ All lab accident/incidents (including “near misses”) reported to EHS
_____ A chemical inventory is available and has been provided to EH&S
Lab security maintained (unoccupied labs kept locked) and materials kept secure

Safety:

_____ Chemicals are stored by chemical classes (not stored alphabetically)
_____ Chemical containers are dated when received and when opened. Date-sensitive materials are controlled and disposed of when needed.
_____ Proper storage of peroxide-formers, shock and water sensitive and other special materials
_____ Chemical containers capped immediately after use to avoid spills/exposure
_____ Secondary containers are used for chemicals when necessary
_____ Chemicals are not stored in fume hoods except if exhaust is required (contact EH&S for info)
_____ Flammables are stored in approved flammable storage cabinets
_____ High hazards chemicals, carcinogens, mutagens, are stored in secure, labeled area or cabinet (a designated area, per OSHA)
_____ MSDS is reviewed and hazards evaluated before use in experiments (MSDS may be viewed at http://www.safety.fsu.edu/msds.html )
_____ Chemical toxicity and exposure potential evaluated, routes of exposure considered
_____ Chemicals are dated when received & air sensitive chemicals dated when opened
_____ Old chemicals are evaluated and properly disposed of
_____ All chemicals and other materials are properly labeled
_____ Heat sources and flames are not used around flammables
_____ Good housekeeping; benchtops cleaned and not cluttered; aisles are unobstructed.
_____ Appropriate lab attire (lab coats, no shorts, no open-toed shoes, etc) is required
_____ Personal Protective Equipment (PPE) is provided and used
_____ Cylinder gases are properly secured, used, and transported
_____ Poisonous, flammable, corrosive, oxidizing gases are separated & properly stored
_____ Appropriate use of extension cords or temporary wiring
_____ Grounding and bonding used where static spark or flammables may be a concern
_____ No eating, drinking in the lab
_____ Refrigerators maintained and cleaned
_____ Explosive-proof & flammables-safe refrigerators used when needed
_____ Proper equipment is maintained for the safe transport of chemicals (carts, secondary containers, break-resistant containers)
_____ Fumehood monitor/flow device is checked daily
_____ Fume hood sash kept closed when not in use, not used above safe height
Unattended reactions or operations are minimized or forbidden. All hazardous experiments must be monitored at all times.

Hazardous work may not be performed by lab workers alone in lab

Egress routes from lab established, egress not blocked

Signage on the lab door has appropriate information

Other (please specify):

**Emergency Preparedness:**

Lab phone is posted with emergency phone numbers

Safety eyewash is tested at least monthly if drain is operational

Safety equipment is not blocked or obstructed

**Waste:**

Designated waste area delineated for chemical, radioactive or biohazardous waste

Waste materials in the lab are properly labeled (contact EH&S for pickup)

All waste containers are kept closed

Full waste containers reported to EH&S for pickup

Waste chemicals are stored in secondary containment if appropriate

Sharps and glass containers are labeled, not overfilled

Biohazardous waste autoclaved before disposal

**Biosafety and Radiation Safety:**

Projects have been reviewed and approved by EH&S

Labs working with blood or other potentially infectious materials have a written OSHA Bloodborne Pathogens (BBP) Plan

Labs working with biohazards have a written Exposure Control Plan

Biosafety cabinets tested and recertified annually, when new, and when moved.

Labs working w/radiation have a Radiation Safety Manual available

Labs working w/radiation have dosimeters

Radiation use area identified and absorbent paper used

Radiation users have operating GM survey meter provided by EH&S

Specialized eye protection (lasers) or other safety devices used properly.

Physical non-ionizing radiation sources (lasers, UV, etc.) registered w/EH&S

**Training and Information:**

All employees and students that use chemicals in the lab have had documented chemical hygiene (lab safety) training (lab-specific training is performed by PI, lab manager or lab safety officer).

Training of staff on fire prevention and egress has been accomplished

All lab workers know location of safety information & resources