

Appendix E: Laboratory Safety Survey

Use this checklist as an easy way to evaluate your laboratory for safety. Add items that might be special concerns in your laboratory. Make comments about any areas that could use improvement and then take the steps to make the improvements. Repeat this survey once or twice a year to see if you made improvement.

General Laboratory Safety	Satisfactory	Not	Comments
1. Lab workers receive required safety training (see Appendix G).	<input type="checkbox"/>	<input type="checkbox"/>	
2. Lab workers have access to SDS information on all in use lab chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	
3. Unobstructed access to safety showers and eyewashes is available within 100 feet or 10 second travel time.	<input type="checkbox"/>	<input type="checkbox"/>	
4. A spill cleanup kit is available (See Part E).	<input type="checkbox"/>	<input type="checkbox"/>	
5. All reagent bottles are labeled clearly with chemical name, manufacturer name, and hazard.	<input type="checkbox"/>	<input type="checkbox"/>	
6. All chemical containers are capped and sealed when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Centrifuges, incubators, refrigerators, and ovens are clean for the next user.	<input type="checkbox"/>	<input type="checkbox"/>	
8. People do not work alone in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	
9. Passageways to exits are clear.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Areas are clear around safety showers, fire extinguishers, and electrical panels/disconnects.	<input type="checkbox"/>	<input type="checkbox"/>	
11. No bicycles are stored in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	
12. Water is run into seldom-used sink and floor drains to prevent dry traps.	<input type="checkbox"/>	<input type="checkbox"/>	
13. The laboratory is free of clutter.	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Chemical Hygiene	Satisfactory	Not	Comments
14. There is no food or drink in the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	
15. Lab refrigerators labeled "Not for food and drink".	<input type="checkbox"/>	<input type="checkbox"/>	
16. People never use mouth suction for pipetting.	<input type="checkbox"/>	<input type="checkbox"/>	
17. Organic solvents, volatiles, and airborne hazards are used in a fume hood.	<input type="checkbox"/>	<input type="checkbox"/>	
18. The lab has a Chemical Hygiene Plan readily available (See Appendix C).	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
Chemical Storage	Satisfactory	Not	Comments
19. No laboratory chemicals come in contact with skin.	<input type="checkbox"/>	<input type="checkbox"/>	
20. Chemicals are stored according to compatibility.	<input type="checkbox"/>	<input type="checkbox"/>	
21. Flammable material are kept in UL approved flammable storage cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	
22. Flammable storage areas are not used to store miscellaneous materials and equipment.	<input type="checkbox"/>	<input type="checkbox"/>	
23. Flammable materials are not stored above refrigerators or freezers.	<input type="checkbox"/>	<input type="checkbox"/>	
24. Whenever possible, shatterproof containers are used for strong corrosives, and highly toxic liquids.	<input type="checkbox"/>	<input type="checkbox"/>	
25. All refrigerators are labeled to identify if they are approved for flammable liquids.	<input type="checkbox"/>	<input type="checkbox"/>	
26. All liquid chemicals in refrigerators and freezers are stored in plastic trays.	<input type="checkbox"/>	<input type="checkbox"/>	
27. No more than 10 gallons of flammable liquid is stored outside of a storage cabinet in any single room.	<input type="checkbox"/>	<input type="checkbox"/>	
28. Materials that may become hazardous with prolonged storage (e.g., diethyl ether) are dated when they are first opened (See Part D).	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Laboratory Waste Disposal	Satisfactory	Not	Comments
29. Chemically compatible, closeable, in good repair, and labeled containers are used for waste chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	
30. Durable and labeled plastic sharps containers are used for the collection of razor blades, scalpel blades, and needles.	<input type="checkbox"/>	<input type="checkbox"/>	
31. Containers for waste chemicals are labeled "Unwanted Chemical" or "Hazardous Waste" and kept closed except when adding waste.	<input type="checkbox"/>	<input type="checkbox"/>	
32. Leaking containers are immediately replaced and properly disposed.	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
Instrument and Equipment Use	Satisfactory	Not	Comments
33. All instrument and equipment users have been trained in safe use and proper procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
34. Areas around instruments and equipment are clear.	<input type="checkbox"/>	<input type="checkbox"/>	
35. Vacuum pumps have cold traps to prevent volatiles from getting into pump oil.	<input type="checkbox"/>	<input type="checkbox"/>	
36. Equipment with moving parts (i.e., a belt-driven vacuum pump) have fully enclosing guards around all pinch points.	<input type="checkbox"/>	<input type="checkbox"/>	
37. Dewar flasks and vacuum desiccators are in good repair and protected from easy breakage.	<input type="checkbox"/>	<input type="checkbox"/>	
38. Oil baths are not left unattended.	<input type="checkbox"/>	<input type="checkbox"/>	
39. All gas cylinders are secured.	<input type="checkbox"/>	<input type="checkbox"/>	
40. All Bunsen burner hoses are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Personal Protective Equipment	Satisfactory	Not	Comments
41. Safety glasses or chemical goggles are worn by everyone in the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	
42. All personal protective equipment is inspected periodically and discarded if worn or deteriorated.	<input type="checkbox"/>	<input type="checkbox"/>	
43. Lab coats are worn when working in the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	
44. Rubber or plastic aprons are worn when using strong corrosive liquids.	<input type="checkbox"/>	<input type="checkbox"/>	
45. Chemical goggles and a face shield are used when using corrosive liquids.	<input type="checkbox"/>	<input type="checkbox"/>	
46. Special UV glasses are worn when working with ultraviolet radiation.	<input type="checkbox"/>	<input type="checkbox"/>	
47. Eye protection with sufficient optical density is used when working with non-enclosed lasers.	<input type="checkbox"/>	<input type="checkbox"/>	
48. Chemical resistant gloves are worn when there is any risk of skin contact with a laboratory chemical.	<input type="checkbox"/>	<input type="checkbox"/>	
49. Cut resistant gloves are worn when handling sharp objects and when washing glassware.	<input type="checkbox"/>	<input type="checkbox"/>	
50. Heat resistant and cryogenic gloves are available to handle hot or cryogenic items.	<input type="checkbox"/>	<input type="checkbox"/>	
51. No open toed shoes are worn in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	
52. Respirators are not used without proper training (Contact Environmental Health and Safety).	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
Fume Hoods	Satisfactory	Not	Comments
53. The velocity sensor is regularly inspected to ensure airflow is above 90 feet per minute.	<input type="checkbox"/>	<input type="checkbox"/>	
54. Hoods are clear front to back for good airflow.	<input type="checkbox"/>	<input type="checkbox"/>	
55. Hazardous material is kept 6 inches behind the plane of the sash.	<input type="checkbox"/>	<input type="checkbox"/>	
56. Hoods are not use to store chemicals and apparatus.	<input type="checkbox"/>	<input type="checkbox"/>	
57. Hoods sashes are not left raised past the sash stop point during use.	<input type="checkbox"/>	<input type="checkbox"/>	
58. Perchloric acid is used only in wash-down hoods.	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Fire Safety	Satisfactory	Not	Comments
59. Stairwell doors are not blocked open.	<input type="checkbox"/>	<input type="checkbox"/>	
60. People have been trained to operate fire extinguishers.	<input type="checkbox"/>	<input type="checkbox"/>	
61. Lab doors are closed and locked when the lab is not occupied.	<input type="checkbox"/>	<input type="checkbox"/>	
62. People know the location of fire extinguishers and pull station alarms.	<input type="checkbox"/>	<input type="checkbox"/>	
63. You only have the flammable chemicals that you need on the bench top.	<input type="checkbox"/>	<input type="checkbox"/>	
64. Egress routes out of the lab and in corridors are not blocked.	<input type="checkbox"/>	<input type="checkbox"/>	
65. Immersion heaters are operated only when lab personnel are present.	<input type="checkbox"/>	<input type="checkbox"/>	
66. There are no space heaters in your laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	
67. Fire sprinkler system heads, and sensors have 18 inches of clearance and access to fire extinguishers is not blocked.	<input type="checkbox"/>	<input type="checkbox"/>	
68. Extension cords are not used as permanent wiring.	<input type="checkbox"/>	<input type="checkbox"/>	
69. Electrical cords and plugs are in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	
70. Apparatus are double insulated or equipped with three prong plugs.	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical Safety	Satisfactory	Not	Comments
71. Access to circuit breaker boxes and electrical disconnects is not obstructed.	<input type="checkbox"/>	<input type="checkbox"/>	
72. All appliances have three pronged grounded plugs and are UL approved.	<input type="checkbox"/>	<input type="checkbox"/>	
73. All wiring is in good repair.	<input type="checkbox"/>	<input type="checkbox"/>	
74. All electrical equipment within 6 feet of a sink or other water source is protected with a ground Fault Circuit Interrupter (GFCI).	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

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