



Revised 10/21/11

Safety Self-Inspection Checklist for Laboratories

One Inspection form per Laboratory Room

DATE: _____

BUILDING: _____

ROOM: _____

INSPECTOR: _____

PI _____

Inspector's Signature _____

PI's Signature: _____

Answer each question by circling "YES" (satisfactory), "NO" (needs correction), or "N/A" if the question does not apply to your laboratory. After completing the self-inspection form, share the results with the Principal Investigator and other laboratory occupants. Correct each condition identified by each "No" answer as soon as possible. Keep the original self-inspection form on file in the laboratory and forward a copy to EHS&S (Michael Kumpf's mailbox in 410 Latimer Hall).

Note that this checklist does not apply to lasers, radioactive materials, radiation-producing machines, or use of biohazards. These "special hazards" are independently inspected by Campus EH&S (642-3073).

SAFETY INFORMATION AND TRAINING

1. Researchers are familiar with the location and contents of:
 - The lab's Chemical Hygiene Plan
YES NO
 - The College Injury and Illness Prevention Program
YES NO
 - The College Emergency Response Plan & the 2-9090 after hours College Emergency Hotline
YES NO
2. Standard Operating Procedures for hazardous laboratory experiments or techniques have been developed and are available at all times.
YES NO
3. List one hazardous operation or technique in your laboratory that needs an SOP written for it.

4. An accurate chemical inventory for the laboratory is maintained on the Campus approved 4D client Chemical Inventory Database
YES NO N/A
5. Researchers are knowledgeable of how to obtain and interpret MSDS information.
YES NO N/A

GENERAL SAFETY AND HOUSEKEEPING

6. Emergency information sign is posted on the main entrance door to the laboratory.
YES NO
7. Danger/Warning/Caution signs are in place.
YES NO N/A
8. Sink labels and fume hood stickers are in place.
YES NO N/A
9. Food is not prepared, consumed, or stored except in "Clean Areas".
YES NO

Revised 10/21/11

- 10. Floors and bench tops are free from excessive clutter.
YES NO N/A
- 11. Aisles and exits are unobstructed.
YES NO
- 12. Chemical containers are not stored on the floor in aisles or near exits.
YES NO N/A
- 13. All lighting systems are operational.
YES NO N/A
- 14. Lighting is sufficient.
YES NO N/A

PERSONAL PROTECTIVE EQUIPMENT

- 15. Safety glasses with side shields are available and worn by researchers at all times while in lab.
YES NO
- 16. Safety goggles and face shields are available and worn when appropriate.
YES NO N/A
- 17. Chemically resistant gloves are utilized in the lab and NOT worn in the hallways, except with a clean outer glove
YES NO N/A
- 18. All personal protective equipment is inspected and maintained regularly.
YES NO N/A

FUME HOODS

- 19. Face velocity has been checked in the last 12 months.
YES NO N/A
- 20. Exhaust slots are not blocked.
YES NO N/A
- 21. Sash(es) are in place and functional.
YES NO N/A
- 22. Fluorescent lights are functioning.
YES NO N/A
- 23. Containers with volatile chemicals are capped.
YES NO N/A
- 24. Fume hoods are not overly cluttered.
YES NO N/A

VENTILATION

- 25. No noticeable odors in the lab.
YES NO N/A
- 26. Normal temperature and humidity.
YES NO N/A
- 27. Negative pressure is maintained between the lab and the corridor.
YES NO N/A
- 28. Lab windows and corridor doors are kept closed.
YES NO N/A

Revised 10/21/11

SEISMIC HAZARD PREVENTION

- 29. Furniture and equipment are adequately secured.
YES NO N/A
- 30. Shelves have earthquake lips/barriers.
YES NO N/A
- 31. Overhead storage is minimized and restrained.
YES NO N/A

ELECTRICAL

- 32. Permanent wiring is used in place of extension cords.
YES NO N/A
- 33. At least 36" clearance maintained in front of electrical panels.
YES NO N/A
- 34. Electrical cords are in good operating condition.
YES NO N/A
- 35. All equipment is grounded.
YES NO N/A
- 36. No exposed wiring.
YES NO N/A

LABORATORY EQUIPMENT

- 37. Equipment with moving parts is adequately guarded.
YES NO N/A
- 38. Equipment disconnects are accessible.
YES NO N/A
- 39. Solvent stills have water flow shut-off devices AND thermocouple protection.
YES NO N/A
- 40. Mercury bubblers have secondary containment.
YES NO N/A
- 41. Rotovaps are NOT hooked up to water aspirators.
YES NO N/A

GAS CYLINDERS

- 42. Toxic gas use conforms to the UC Berkeley Toxic Gas Program.
YES NO N/A
- 43. Does your lab have a need for a Toxic Gas Cabinet?
YES NO
- 44. Cylinders are securely fastened with TWO chains to immovable objects or wall mounts.
YES NO N/A
- 45. Cylinders are capped when not in use.
YES NO N/A
- 46. Incompatible cylinders are segregated.
YES NO N/A
- 47. Hydrogen and other flammable gas cylinders are grounded to non-painted, bare metal surfaces.
YES NO N/A

Revised 10/21/11

- 48. Flammable gas is not used with materials that can create a spark.
YES NO N/A
- 49. All cylinders are currently inventoried on the 4D Client Chemical Inventory database, and excess cylinders are kept to a minimum.
YES NO N/A
- 50. Compressed oxygen cylinder setups have the orange safety postings near the bottle and staff have been trained to use the systems.
YES NO N/A

FIRE PREVENTION AND RESPONSE

- 51. Researchers are aware of the location of the nearest fire extinguisher and fire alarm pull box.
YES NO
- 52. Researchers are trained in the use of fire extinguishers.
YES NO
- 53. Access to fire extinguishers is unobstructed.
YES NO
- 54. Fire extinguishers have been recharged and certified in the last 12 months.
YES NO
- 55. Fire extinguishers are mounted.
YES NO
- 56. Fire alarm can be heard from anywhere in the room
YES NO
- 57. Combustible materials are kept a minimum of 10 feet away from welding areas or open flames.
YES NO N/A
- 58. Storage of combustibles is minimized.
YES NO N/A
- 59. Balconies are free of any non-approved materials.
YES NO N/A

EMERGENCY EYEWASH/SHOWERS

- 60. Researchers are familiar with the location of the nearest eyewash/shower.
YES NO
- 61. Eyewash is operable and not blocked.
YES NO
- 62. Eyewash is flushed until water is clear at least once per month by a designated researcher.
YES NO N/A
- 63. Emergency shower(s) has been tested by Campus Physical Plant in the last 12 months & is not blocked.
YES NO

CHEMICAL SPILL RESPONSE AND PREPAREDNESS

- 64. Researchers are aware of the “Slug Discharge” notification procedures.
YES NO N/A
- 65. Spill kits are readily accessible and researchers are familiar with where they are located.
YES NO N/A

Revised 10/21/11

66. Researchers are aware of the Emergency Assembly Areas for their buildings
YES NO
67. Researchers are aware of the Disaster Aid Stations that will be set up North of Tan Hall and South of Hildebrand Hall in the event of a large scale disaster
YES NO

WASTE MANAGEMENT

68. Researchers (Waste Generators) are trained on the online Hazardous Waste Program.
YES NO
69. Researchers are knowledgeable of the campus' drain disposal guidelines.
YES NO
70. All containers used for non-recyclable materials and contaminated lab debris are properly labeled.
YES NO N/A
71. Waste containers are kept closed and are in secondary containment trays.
YES NO N/A
72. Liquid radioactive waste is in a secondary container.
YES NO N/A
73. Biological waste (non-medical) autoclaved before disposal.
YES NO N/A
74. Medical waste is handled and disposed of according to the BUA through Campus EH&S.
YES NO N/A
75. Red Sharps containers, available in the Tan Hall stockroom, are used for all sharps disposal, and biohazardous sharps are collected separately from chemically contaminated sharps.
YES NO N/A

CHEMICAL HANDLING AND STORAGE

76. Researchers are aware of:
The potential physical and health hazards of the chemicals in the lab
YES NO
The methods of handling chemicals safely
YES NO
77. A maximum of 60 gal flammable liquid is stored inside a liquid storage cabinet.
YES NO N/A
78. A maximum of 10 gal of flammable liquid is stored outside of a flammable liquid storage cabinet.
YES NO N/A
79. Incompatible chemicals are segregated.
YES NO N/A
80. Chemical storage areas are properly labeled.
YES NO N/A
81. Chemical containers are properly labeled.
YES NO N/A
82. Clean areas are labeled.
YES NO N/A

Revised 10/21/11

83. Chemical refrigerators are approved and appropriately labeled for holding chemicals and/or flammables.

YES NO N/A

84. Peroxide forming chemicals are dated and tested.

YES NO N/A

85. Corrosive baths are prevented from possible slug discharges to the sanitary sewer system.

YES NO N/A

ADDITIONAL COMMENTS (use additional sheets, if necessary):