

## 2017 Laboratory Safety Self-inspection Questions

### General Safety

01. Has the chemical hygiene plan (CHP) in the laboratory been completed or updated within the last 12 months?
02. Have all laboratory personnel reviewed the CHP and documented their understanding by signing the last page?
03. Are written standard operating procedures (SOPs) available for activities involving hazardous chemicals or physical hazards and has training on them been documented?
04. Are aisles, exits and hallways clear of obstructions and slipping or tripping hazards?
05. Are there 18 inches of clearance from the top of stored materials to the ceiling in laboratories with fire sprinklers (24 inches if no sprinklers are present)?
06. Are excess materials stored in a neat, secure manner that provides easy access and reduces the potential for falling, collapsing, rolling or spreading of the material?
07. Is overhead storage limited to lightweight, non-hazardous items, minimizing risk during a seismic event?
08. Are, chemicals, equipment, glassware and supplies not in regular use stored in areas other than workstations?
09. Are food and drinks consumed or stored away from hazardous chemicals?
10. Are spills cleaned up promptly?
11. Are personal desk spaces and other "clean areas" in or near the laboratory kept free of all hazardous materials?
12. Are laboratory trash waste container(s) labeled with "Trash Only" sticker?
13. Does your laboratory have a landline phone or reliable cell phone service that can be used in case of an emergency?

### Hazardous Materials

14. Is proper personal protective equipment (PPE) worn in the laboratory?
15. Is the PPE properly stored? Are lab coats on hangers or racks and separated from hazards?
16. Are flame resistant lab coats worn when working with pyrophoric chemicals?
17. Are proper gloves available for the hazards expected?

18. Are all chemical containers (including squirt bottles and hazardous waste containers) clearly labeled with contents and primary hazard(s) and are they in good condition (not corroded or leaking)?
19. Are chemical containers, supplies and equipment stored away from the edges of benches and shelves unless shelf lips or other restraints are in place?
20. Are corrosive chemicals stored below eye level?
21. Are appropriate amounts of flammable liquids stored in approved flammable storage cabinets and are less than 10 gallons of flammable liquids stored in the lab outside of flammable storage cabinets?
22. Are containers of hazardous materials [one-gallon (4-liters) or larger] stored in secondary containment to contain a spill?
23. Are containers of hazardous materials not stored on the floor?
24. Are peroxide-formers (such as isopropyl ether, tetrahydrofuran, and diethyl ether) stored away from light and heat and labeled with the date they were opened as well as the expiration date?
25. Are incompatible chemicals stored appropriately (e.g. acids separate from bases, oxidizers separate from flammables)?
26. Is each refrigerator and freezer in the laboratory labeled as either "safe" or "unsafe" for storage of flammables?
27. Is refrigerated human food separated from hazardous materials?
28. Has the laboratory's chemical inventory been completed or updated within the last 12 months (or within 30 days of a significant change - such as a move to a new location or addition of new chemicals)?
29. Is a current, colored, chemical inventory door sign posted at the laboratory entrance?
30. Have all lab personnel that work with hazardous material completed the online Hazardous Materials Spill Response training within the last 12 months?

### **Laboratory Equipment**

31. Is access to the emergency eyewash and/or safety shower free of obstructions?
32. Are emergency eyewashes tested (flushed) monthly and tests documented?
33. Are all compressed gas cylinders adequately secured with non-combustible restraints to keep the cylinders from falling?
34. Is access to fire extinguisher free of obstructions, does the extinguisher have a proper charge, and are extinguisher locations clearly marked with signage?
35. Are fume hoods free of clutter and not used for long-term storage of equipment, chemicals or supplies that are not regularly used?

36. Do fume hood users know how to check their airflow monitor to verify that the hood airflow is functioning properly?
37. Are sharp objects stored safely (to prevent accidental cuts or punctures)?
38. Are all vacuum systems (both house systems and stand-alone vacuum pumps) fitted with vacuum traps?

### **Hazardous Waste**

39. Is access to laboratory waste container(s) clear? Are waste containers properly labeled with the waste accumulation start date, chemical common name(s) and concentrations, and primary hazard?
40. Are approved sharps waste containers available for disposal of needles, blades and other sharps?
41. Are containers of unwanted waste emptied on a regular basis and not overflowing?

### **Electrical Safety**

42. Is access to the electrical panel clear (at least 36 inches in front)?
43. Is high voltage equipment clearly labeled, properly guarded, and is its use restricted to trained personnel only.
44. Are extension cords used only as temporary wiring (<30 days) and not connected in a series (daisy chained) with other extension cords or power strips?
45. Is your lab implementing the UC Berkeley Energy Isolation – Lock Out Tag Out (EILOTO) program when work is being performed on energized systems?

### **Ergonomics**

46. Are ergonomic evaluations done for laboratory employees who use a computer four or more hours per day and for those who have requested an ergonomic evaluation?
47. Is leg space beneath benches and desks not used for storage in a way that prevents proper ergonomic posture?
48. Are laboratory tasks such as repetitive pipetting, prolonged awkward postures at a microscope, or frequent manipulation of knobs or small hand-held tools reviewed to reduce ergonomic risk factors?