Berkeley EH&S
UNIVERSITY OF CALIFORNIA

2024 General Laboratory Safety Inspection Questions

Administrative and Training

1. Is the roster in Labs @ Berkeley (L@B) current?
2. Are EHS 101/103 Laboratory Safety Fundamentals, EHS 106 Spill Response and Workplace Safety completed by all staff members, including the PI? Have all members acknowledged the LHAT and completed PPE training?
3. Have all the lab members working on campus completed EHS 207 COVID-19 Training?
4. Has the PI certified the Lab Hazard Assessment Tool (LHAT) within the last year?
5. Has a self-inspection been completed and filed online within the last calendar year?
6. Is the chemical hygiene plan (CHP) read, signed, and understood by all members and posted in a visible location?
7. Are all applicable standard operating procedures (SOPs) read, understood, and signed?
8. Does the lab have a chemical abbreviation guide posted?
9. Have lab members been trained on the building emergency action plan (EAP), if one is in place? (For EH&S Data Purposes Only)

Chemical and Equipment Safety

10. Are all hazardous waste containers labeled with current Hazardous Waste Program (HWP) labels?
11. Are all hazardous waste containers kept closed except when adding waste?
12. Are all hazardous chemicals stored below eye level and do open shelves have appropriate rigid lip?
13. Are incompatible chemicals stored separately?
14. Are chemicals stored appropriately in cabinets or shelving? (not on the floor)
15. Is secondary containment used where appropriate (particularly for flammables and corrosives)?
16. Are chemical containers in good condition with legible labels?
17. Are peroxide formers and other time-sensitive chemicals within the appropriate timeframe for use?
18. Are fume hood baffles kept clear for airflow?
19. Are flammable materials stored in appropriate cabinets or rated fridges? Only 10 gallons of flammable material may be stored outside of such storage locations.
20. Are all empty containers defaced of all identifiers, triple rinsed, and marked "EMPTY"?
21. Are temporary chemical containers labeled with chemical identity and hazard class?
22. Is the most current chemical inventory door sign posted at the lab entrance(s)?
23. Has the chemical inventory been certified within the last calendar year?
24. Does the lab have access to appropriate materials to contain or clean a small-scale spill?

PPE, Physical Hazards, and Equipment

25. Are sharps (needles, scalpels, razors, etc.) stored properly and not left loose?
26. Are sharps disposal containers properly labeled?
27. Are furnishings and equipment (>4' tall or weighing >400 lbs) appropriately secured?
28. Are all cylinders over 26 inches tall secured to a rigid structure at 1/3 and 2/3 the height, with non-combustible restraints? (One restraint for cylinders <26" tall)
29. Are all emergency eyewashes flush tested monthly?
30. Is access to emergency eyewashes and showers unobstructed?

31. Are all lab members currently observing the minimum requirements of the laboratory dress code?
32. Are lab members using appropriate PPE while hazardous materials are in active use? Minimum PPE includes gloves, eyewear, and labcoat.
33. Is PPE kept clean and intact? This applies to lab coats and other reusable PPE such as cryo/oven gloves, or face shields.
34. Are items stored on high shelves sufficiently secured by a shelf lip or other type of restraint?
35. Does the lab keep up to date user guides and training records for machinery, tools, or other shop-type equipment?

Electrical Safety

36. Are outer sheaths of flexible cords undamaged?
37. Are electrical lines and cords properly managed and not in walkways or places where they can cause tripping hazards?
38. Is there a minimum clearance of 36" maintained in front of electrical panels?
39. Are power strips and extension cords used appropriately to avoid daisy chaining and overloading circuits? Are large appliances plugged directly into wall?

Fire Safety

40. Is 18 inches of clearance provided from the top of stored materials to the ceiling in laboratories with fire sprinklers (24 inches if no sprinklers are present)? For all questions and follow-up issues regarding this item, please contact the Fire Prevention Division at fireprevention@berkeley.edu.
41. Are aisles and exits clear of obstructions and slip or trip hazards? For all questions and follow-up issues regarding this item, please contact the Fire Prevention Division at fireprevention@berkeley.edu.
42. Does the group conduct and document monthly visual inspections for all fire extinguishers located in their lab spaces? For all questions and follow-up issues regarding this item, please contact the Fire Prevention Division at fireprevention@berkeley.edu.
43. Is access to portable fire extinguishers free of obstructions? For all questions and follow-up issues regarding this item, please contact the Fire Prevention Division at fireprevention@berkeley.edu.
44. Are incompatible gases adequately separated (e.g., oxygen and flammables)? For all questions and follow-up issues regarding this item, please contact the Fire Prevention Division at fireprevention@berkeley.edu.
45. Are all fire doors kept closed and unobstructed? For all questions and follow-up issues regarding this item, please contact the Fire Prevention Division at fireprevention@berkeley.edu.

Biosafety

46. Does the lab have written Standard Operating Procedures (SOPs) for handling biohazardous materials and infectious pathogens? Are these all read, understood and signed by all applicable lab members?
47. Are bio-safety signs all up-to-date and posted in appropriate locations?
48. Do all bio-safety cabinets have a current annual certification?

Other Items/Housekeeping

49. Are food, drinks, and all other related items (utensils, dishes, water bottles, etc.) stored outside of areas designated for use/storage of hazardous materials?
50. If the lab has an existing designated food-and-drink area, does it meet EH&S guidelines?
51. Is the lab designed so that surfaces and furniture are non-porous, for easy disinfection? (i.e.no carpet, no cloth furniture)

52. Are waste collection flasks appropriately stored, labeled, and regularly emptied? Are vacuum lines appropriately protected with in-line hydrophobic filters?
53. If the lab has a first aid kit, are the contents regularly inspected by a staff member?
54. Does the lab have good housekeeping? Are work surfaces unobstructed and research materials readily accessible?
55. Are there other safety concerns observed which are not addressed in this checklist?