

**Environmental Health & Safety**  
**Laboratory Safety Checklist - Chemical**

<b>Building:</b>	<b>Room Number:</b>
<b>Area Supervisor:</b>	<b>Phone Number:</b>
<b>Area Use:</b>	<b>Date:</b>

**Right-to-Know Section**

		YES*	NO	N/A
1.1	Hazardous Chemical Right-to-Know Poster prominently displayed in building?			
1.2	Hazardous Chemical Right-to-Know Notebook accessible to employees?			
1.3	Up-to-date inventory maintained for all hazardous materials?			
1.4	MSDS' maintained and readily available at all times employees are present?			
1.5	Employees know the location of chemical inventory, MSDS and related reference material?			
1.6	Employees currently trained in accordance with RTK and Laboratory Standard regulations and documented?			
1.7	Employees familiar with information and training requirements of RTK?			
1.8	Employees familiar with physical and health hazards of chemicals in work area?			
1.9	Employees able to describe how to detect the presence or release of hazardous materials?			
1.1	Employees know how to protect themselves and others from effects of hazardous materials?			
1.11	Employees familiar with Chemical Hygiene Plan?			
1.12	All storage containers clearly labeled in English with chemical names, CAS Numbers, (for mixtures) percent composition, and hazard warnings?			

**General Laboratory Safety**

		YES*	NO	N/A
2.1	Does area conform to definition of Laboratory?			
2.2	Area has at least two exits?			
2.3	Exits clearly marked and unobstructed?			
2.4	Appropriate warning signs posted near lab entrance?			
2.5	Emergency procedures and phone numbers clearly posted?			

2.6	Unobstructed aisles maintained at least 36 in. wide throughout?			
2.7	Lab benches and work areas free of clutter?			
2.8	Shelves and cabinets in good condition?			
2.9	Shelves have seismic restraints, e.g., lips or wires?			
2.10	Shelves and cabinets secured to walls?			
2.11	Storage above eye level minimized and items restrained from falling?			
2.12	First aid materials readily available?			
2.13	Fire extinguisher readily available?			
2.14	Safety shower/eye wash accessible within 10 sec. via unobstructed route (e.g., no closed doors)?			
2.15	Safety shower tested and documented within past year?			
2.16	Eye wash tested, flushed, & documented at least monthly?			
2.17	Smoking, eating, and drinking prohibited in lab?			
2.18	Refrigerators and freezers clearly labeled "Not for Storage of Food for Human Consumption"?			
2.19	No storage of food or drink in refrigerators, unless dedicated for such and clearly labeled?			
2.20	Refrigerators with flammables are approved type for flammables?			

### Personal Protection

YES\*

NO

N/A

		YES*	NO	N/A
3.1	Workplace hazard assessment and certification completed?			
3.2	Fume hood available?			
3.3	Fume hood free of clutter?			
3.4	Fume hood inspected within last 12 months and capable of drawing at least 100 LFPM (or more if appropriate)?			
3.5	Fume hoods equipped with air flow indicator?			
3.6	Fume hood labeled "Not for Perchloric Acid" unless designed as dedicated perchloric acid hood?			
3.7	Goggles, face shields, are of appropriate type and worn?			
3.8	Lab coats of appropriate material available and worn?			
3.9	Appropriate gloves available and worn?			
3.10	Appropriate respiratory protection available?			
3.11	Respirators cleaned, stored, inspected regularly?			
3.12	Respirator training done and documented along with fit test and medical evaluation of employees?			

3.13	Mechanical pipetting used, no mouth suction?			
3.14	Personnel wear shoes that fully cover feet and full length trousers to protect legs?			
3.15	Long hair is confined, inappropriate jewelry removed?			

### Compressed Gases

YES\*

NO

N/A

		YES*	NO	N/A
4.1	Cylinders stored upright and properly secured at all times?			
4.2	Storage area dry, cool, and well ventilated?			
4.3	Caps properly secured when cylinders are not in use?			
4.4	Regulators always used, proper regulators used for type gas, pressure bled when not in use?			
4.5	Cylinders in good condition and clearly marked?			
4.6	Flammables stored separately from oxidizers, toxics in secure area, etc.?			
4.7	Cylinders of flammable gases stored in ventilated enclosures?			
4.8	Cylinders moved on cylinder trucks with regulators removed and caps secured?			
4.9	Cylinders of gases with NFPA health hazard 3 or 4 and 2 with no physiological warning properties stored in continuously ventilated enclosures?			

### Chemicals

YES\*

NO

N/A

		YES*	NO	N/A
5.1	Flammable liquids stored in OSHA/NFPA approved cabinets if more than 10 gal. w/o approved safety containers?			
5.2	Ignition sources avoided when using/storing flammables?			
5.3	Containers segregated by hazard class? [Flammables away from oxidizers, acids separate from bases, incompatible acids separated (e.g., nitric acid not with sulfuric or acetic), etc.]			
5.4	Corrosives stored in acid cabinets or other appropriate cabinets?			
5.5	Storage of chemicals above eye level is avoided?			
5.6	Chemicals stored away from light and heat sources?			
5.7	Chemical containers are in good condition, labels intact, metal cans free of rust, etc.?			
5.8	Containers labeled with receipt date and date opened?			
5.9	Containers closed unless actively adding/removing contents?			
5.10	Peroxide formers properly labeled and inventory tracked?			
5.11	Picric acid sufficiently wet?			
5.12	Large containers (4L or greater) stored near the floor?			
5.13	Bottle carriers utilized when transporting hazardous chemicals between work areas?			

5.14	Proper signs delineate designated areas where HTOX, REP, and CAR chemicals used?			
5.15	Designated area properly cleaned and decontaminated?			
5.16	Spill procedure prominently posted and information filled in by laboratory personnel?			
5.17	Spill control materials readily available and personnel familiar with how to use them?			

### Waste Management

YES\*

NO

N/A

		YES*	NO	N/A
6.1	Hazardous waste properly labeled with the words "Hazardous Waste," a list of contents, and accumulation start date?			
6.2	Departmental hazardous waste coordinator informed of waste for disposal?			
6.3	Departmental waste reduction plan adopted and in effect?			
6.4	Chemical inventory management/ordering system in place and checked before ordering new chemicals?			
6.5	Department has system to determine hazardous waste generation rate and quantity accumulated on site?			
6.6	System in place to notify EH&S of acute hazardous waste ("P listed" waste)?			
6.7	Satellite accumulation area near point of generation?			
6.8	Waste containers tightly closed unless actively adding or removing waste?			
6.9	Waste storage area has communication equipment readily available?			
6.10	Waste containers inspected weekly and inspection log maintained?			

\* Labs that are in compliance will have either YES or N/A answers.