

MLML Injury and Illness Prevention Program

Laboratory Safety Self-Inspection Guidelines

Checklists should be customized for each specific work site and conditions. Use the space provided or more sheets if necessary.

Y = Satisfactory Situation	N = Needs Correction or Improvement	N/A = Not Applicable
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LABELING

Y N N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are hazardous material's containers all labeled? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are full chemical names and hazards clearly printed on secondary containers (e.g. "Ethanol" instead of "EtOH") |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are containers of non-hazardous substances (e.g. water) labeled explicitly to avoid confusion? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are employees/students aware of hazardous materials at their work sites?
➤ Routes of exposure which may cause personal harm |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are MSDSs available in the lab for each hazardous material used and stored in the lab? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is each employee and student familiar with the MSDS for all materials they use?
➤ Specific content for each
➤ Location of MSDSs
➤ How to read/interpret MSDSs |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are all employees trained in MSDS retrieval from the web-based Chem-Quik MSDS database? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are there written Safe Laboratory Practices for all tasks requiring use of hazardous materials? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are Caution and Warning or other appropriate signs posted in areas where hazardous materials are used? |

PERSONAL PROTECTIVE EQUIPMENT

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is the PPE storage area labeled and easily accessible? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are protective goggles or face shields worn where there is any danger of flying particles or corrosive materials? |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Are approved safety glasses worn at all times in areas where there is a risk of eye injuries? |
| | | | Y N N/A |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Is personal protective equipment available to each employee and student?
➤ Gloves |

- Eye guards
- Face shield
- Safety shoes or covers
- Aprons, overalls or lab coats

Is hearing protection used where noise levels exceed ?

Are adequate work procedures, protective clothing and equipment provided and used when working with and cleaning up spilled hazardous materials or liquids?

LABORATORY EQUIPMENT

Is all applicable electrical equipment insulated, appropriately utilized, in good repair, grounded, double insulated or protected with a ground fault circuit interrupter?

Is the front sash lowered on fume hoods to an appropriate working level when the fume hood is in use?

Is a minimum of material kept in the fume hood?

Is an airflow indicator present? If not is a recent air velocity test result posted?

SAFETY SHOWER AND EYE WASHES

Is the safety shower or eyewash within reasonable distance of work area where toxic or corrosive materials are used or present?
➤ No more than 10 seconds away from any user

Are safety showers/eye washes kept free and unblocked?

Do employees and students know how to use the shower/eyewashes?

Are employees and students aware of the 15 minute flush time for contamination accidents?

Y N N/A TRAINING

Are all persons trained in the safe handling, use, storage and disposal of the hazardous materials they use?

Are all persons aware of Safe Laboratory Practices particular to the laboratory they work in?

Are all persons trained in the specific contents of MSDSs?

- Have all training sessions been documented?
- Is safety training and inspections held on a regular basis?
- Are all persons trained in the use of personal protective equipment?
- Are all persons trained in the use of hazardous materials spill kits?
- Have employees and students had fire safety training?
 - Use of fire extinguishers
 - Proper emergency evacuation procedures
- Are fire extinguishers full and currently certified?
- Is consumption of food and drink prohibited in areas where hazardous materials are used and stored?
- Are employees and students aware of proper accident reporting procedures?
- Are all exposures to hazardous materials reported to the supervisor and properly documented?
- Is the contact information for laboratory safety people current and posted in the lab?
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STORAGE

Y N N/A

- Is a designated area established for the use of regulated carcinogens?
- Are all containers of hazardous materials properly labeled?
 - Name of material
 - Hazards
 - Handling requirements
 - Name and phone number of manufacturer or distributor
- Are hazardous materials and chemicals properly stored?
 - Chemicals segregated by hazard class
 - Flammables in flammable cabinet; quantity limited
 - Corrosives in corrosives cabinet
 - Storage cabinets properly labeled
 - Quantities of materials limited
 - Expired chemicals removed and disposed of properly
- Are time sensitive hazardous materials and chemicals labeled with receipt date?
 - Disposed of in a timely manner
 - Peroxides and peroxide-formers carefully monitored?
 - Picric acid carefully monitored?

- Are flammable liquids dispensed from approved safety cans or drums?
- Are there less than 10 gallons of flammable solvents in each laboratory area?
- Is proper grounding and bonding used for transferring flammable and combustible materials?
- Are combustible scraps, debris, and waste materials stored in covered metal receptacles and promptly removed?

- Are all chemical containers capped except when being actively used?
- Are compressed gas cylinders secured to a structurally sound support?
 - Chains at 1/3 and 2/3 height
- Are protective caps for compressed gas cylinders in place when cylinder is not being used?

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Y N N/A **HAZARDOUS WASTE**

- Are specific storage containers provided for all categories of hazardous waste?
- Are waste containers appropriate for the materials they store?
- Are chemical waste containers properly labeled?
 - MLML Hazardous Waste Label with appropriate EPA number/address?
 - Contents by chemical class
 - Proper cautions and warnings
 - Accumulation start date
 - Name and number of responsible person
- Are chemical wastes segregated by hazard class and in secondary containment?
- Are chemical wastes not stored for more than 270 days (9 mos) from initial date of accumulation?
- Are infectious wastes contained in double, red bags and all syringes and needles disposed of in containers for sharp objects?
- Are other biological wastes properly labeled and disposed of?

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COMMENTS:

DATE OF INSPECTION: _____

AREA INSPECTED (BUILDING, ROOM #): _____

INSPECTED BY: PRINT NAME: _____

SIGNATURE: _____