

Cal Poly Safety Inspection Checklist

Laboratory Area Safety

Date: _____ Department: _____ Building: _____ Room(s): _____

Person(s) Performing Inspection: _____

GENERAL	YES	NO	COMMENTS
Are laboratory work and storage areas clean and orderly?			
Are emergency notification procedures, contacts, and phone numbers posted?			
Is a first aid kit readily accessible and adequately stocked?			
Do aisles have a minimum of 24 inches of clear width?			
Is food stored properly; (i.e., As described in this lab's Chemical Hygiene Plan)?			
Are safety guards in place for equipment with moving parts (belts, fans, saw blades)?			
Is electrical equipment grounded or double insulated?			
Is there a trash container specifically designated for glass?			
Have trip hazards been eliminated (e.g., cords, hoses, etc.)?			
Are safety shower and/or eyewash stations available in the lab and unobstructed?			
Are eyewashes inspected and tested monthly and records of testing available?			
Are safety showers inspected and tested quarterly and records of testing records available?			
Are exit doors unobstructed?			
Are all cabinets and shelves secured to the walls or otherwise anchored to resist seismic failure or collapse?			
Has all overhead storage been minimized and stored materials been restrained from falling?			
Do all fume hoods have an air flow indicator present which is working properly?			
Have all chemical containers and equipment (other than those currently in use) been removed from inside the fume hoods?			
Do all fume hoods have a sticker certifying testing with the past 12 months and showing the highest allowable level of the sash for proper operation?			

GENERAL (continued)	YES	NO	COMMENTS
Is there a clear area 30 inches wide by 30 inches deep in front of all electrical panels and circuit breaker boxes? (fixed counters are allowed)			
Is documentation of prior safety inspections <u>and corrections</u> maintained and available?			
Is a fire extinguisher readily accessible (within 75 ft of lab) with a current (within one year) service tag?			
HAZARDOUS CHEMICALS	YES	NO	COMMENTS
Are all containers clearly labeled, including hazard identification? (this includes containers of stock solutions, vats, tanks, and containers of non-hazardous materials [water])			
Are chemicals segregated by hazard class and chemical compatibility?			
Are Material Safety Data Sheets readily available for all substances in the lab?			
Are flammable liquids stored in safety cans or flammable cabinets (10 gallons aggregate are exempt from this requirement)?			
Are peroxidizable compounds properly stored and labeled with the date they were received and the date first opened?			
Are water and air reactive compounds properly stored (i.e., immersed in appropriate solutions, dessicant, etc.)?			
Are gas cylinders secured in an upright position by two steel chains or steel cables?			
Are gas cylinders clearly labeled?			
Are protective caps in place over the valves of all gas cylinders which are not in use?			
Has a Carcinogen Report of Use been filed with Cal OSHA for all regulated carcinogens used in the laboratory?			
Is a complete, current inventory of all chemicals readily available?			
Are flammable / combustible liquids dispensed only by pouring or lid mounted pumps (no gravity fed or bottom-dispensing containers)?			
Are flammable liquids in quantities in excess of 10 gallons (cumulative for the room) stored in a NFPA approved flammable storage cabinet with self-closing door?			
Are chemical spill and clean-up materials available that are appropriate for the normal operations in the lab?			
Do all chemical storage shelves have lips or other seismic restraints?			

HAZARDOUS WASTE	YES	NO	COMMENTS
Is all hazardous waste stored in containers that are sturdy, routinely inspected for leaks, compatible with the waste, and kept closed when hazardous waste is not being added or removed?			
Are hazardous waste containers segregated by compatible storage groups and placed in secondary containers for spill containment?			
Are hazardous waste containers labeled with the initial date of accumulation, with the words "Hazardous Waste", with the contents of the container, and with the name and address of the University?			
Are all hazardous waste containers labeled (regardless of size)?			
HEALTH & SAFETY TRAINING	YES	NO	COMMENTS
Do employees and students receive appropriate health & safety training before they first begin working with hazardous substances or processes, when new hazards (substances, processes, or equipment) are introduced to the lab, or when the supervisor / instructor is made aware of a new or previously unrecognized hazard?.			
Do employees and students receive training on:			
The lab's Chemical Hygiene Plan (CHP)?			
Health & safety policies and practices including health & safety rights and responsibilities.			
Specific hazards associated with the materials and equipment they use and how to protect themselves? Project Room- Red Binders?			
The use of personal protective equipment (PPE), if applicable?			
Emergency procedures?			
Is written documentation of safety training available, complete, and current? If Project Room- is the documentation of safety training signed by students and current in red binder?			

Items marked "No" require corrective action. For maintenance items, a work order should be submitted to Facility Services (extension 65555). Questions regarding specific compliance requirements should be directed to Tom Featherstone, Chemical Hygiene Specialist, Environmental Health & Safety at extension 66661 or via email at tfeather@calpoly.edu.

