



## Safety Self-Inspection Checklist for Laboratories

### One Inspection form per Laboratory Room

Revised 09/23/09

DATE: \_\_\_\_\_

BUILDING: \_\_\_\_\_

ROOM: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_

PI \_\_\_\_\_

Inspector's Signature \_\_\_\_\_

PI's Signature: \_\_\_\_\_

Answer each question by circling "YES" (satisfactory), "NO" (needs correction), or "N/A" if the question does not apply to your laboratory. After completing the self-inspection form, share the results with the Principal Investigator and other laboratory occupants. Correct each condition identified by each "No" answer as soon as possible. Keep the original self-inspection form on file in the laboratory and forward a copy to CCHASP (Michael Kumpf's mailbox in 410 Latimer Hall).

Note that this checklist does not apply to lasers, radioactive materials, radiation-producing machines, or use of biohazards. These "special hazards" are independently inspected by Campus EH&S (642-3073).

#### SAFETY INFORMATION AND TRAINING

- |     |    |     |  |
|-----|----|-----|--|
| YES | NO | N/A | 1. Researchers are familiar with the location and contents of:   |
|     |    |     | the lab's Chemical Hygiene Plan  |
| YES | NO | N/A | the College Injury and Illness Prevention Program  |
| YES | NO | N/A | the College and Campus Emergency Response Plan   |
| YES | NO | N/A | 2. Safe Operating Procedures (SOPs) for specific equipment/activities are available and followed.                                |
| YES | NO | N/A | 3. An accurate chemical inventory for the laboratory is maintained on the Campus approved 4D Client Chemical Inventory Database. |
| YES | NO | N/A | 4. Researchers are knowledgeable of how to obtain and interpret MSDS information.  |

#### GENERAL SAFETY AND HOUSEKEEPING

- |     |    |     |  |
|-----|----|-----|--|
| YES | NO | N/A | 5. Emergency information sign is posted on the main entrance door to the laboratory. |
| YES | NO | N/A | 6. Danger/Warning/Caution signs are in place.  |
| YES | NO | N/A | 7. Sink labels and fume hood stickers are in place.                                  |
| YES | NO | N/A | 8. Food is not prepared, consumed, or stored except in "Clean Areas".                |
| YES | NO | N/A | 9. Floors and bench tops are free from excessive clutter.                            |
| YES | NO | N/A | 10. Aisles and exits are unobstructed.   |
| YES | NO | N/A | 11. Chemical containers are not stored on the floor in aisles or near exits.         |
| YES | NO | N/A | 12. All lighting systems are operational.  |
| YES | NO | N/A | 13. Lighting is sufficient.  |

#### PERSONAL PROTECTIVE EQUIPMENT

- |     |    |     |  |
|-----|----|-----|--|
| YES | NO | N/A | 14. Safety glasses with side shields are available and worn by researchers at all times while in lab.                        |
| YES | NO | N/A | 15. Safety goggles and face shields are available and worn when appropriate.   |
| YES | NO | N/A | 16. Chemically resistant gloves are utilized in the lab and are NOT worn into the hallways, except with a clean outer glove. |
| YES | NO | N/A | 17. All personal protective equipment is inspected and maintained regularly.   |

### **FUME HOODS**

- YES NO N/A 18. Face velocity has been checked in the last 12 months.
- YES NO N/A 19. Exhaust slots are not blocked.
- YES NO N/A 20. Sash(es) are in place and functional.
- YES NO N/A 21. Fluorescent lights are functioning.
- YES NO N/A 22. Containers with volatile chemicals are capped.
- YES NO N/A 23. Fume hoods are not overly cluttered.

### **VENTILATION**

- YES NO N/A 24. No noticeable odors in the lab.
- YES NO N/A 25. Normal temperature and humidity.
- YES NO N/A 26. Negative pressure is maintained between the lab and the corridor.
- YES NO N/A 27. Lab windows and corridor doors are kept closed.

### **SEISMIC HAZARD PREVENTION**

- YES NO N/A 28. Furniture and equipment are adequately secured.
- YES NO N/A 29. Shelves have earthquake lips/barriers.
- YES NO N/A 30. Overhead storage is minimized and restrained.

### **ELECTRICAL**

- YES NO N/A 31. Permanent wiring is used in place of extension cords.
- YES NO N/A 32. At least 36" clearance maintained in front of electrical panels.
- YES NO N/A 33. Electrical cords are in good operating condition.
- YES NO N/A 34. All equipment is grounded.
- YES NO N/A 35. No exposed wiring.

### **LABORATORY EQUIPMENT**

- YES NO N/A 36. Equipment with moving parts is adequately guarded.
- YES NO N/A 37. Equipment disconnects are accessible.
- YES NO N/A 38. Solvent stills have water flow shut-off devices AND thermocouple protection.
- YES NO N/A 39. Mercury bubblers have secondary containment.
- YES NO N/A 40. Rotovaps are NOT hooked up to water aspirators.

### **GAS CYLINDERS**

- YES NO N/A 41. Toxic gas use conforms to the UC Berkeley Toxic Gas Program.
- YES NO N/A 42. Cylinders are securely fastened with TWO chains to immovable objects or wall mounts.
- YES NO N/A 43. Cylinders are capped when not in use.
- YES NO N/A 44. Incompatible cylinders are segregated.
- YES NO N/A 45. Hydrogen and other flammable gas cylinders are grounded to non-painted, bare metal surfaces.
- YES NO N/A 46. Flammable gas is not used with materials that can create a spark.
- YES NO N/A 47. All cylinders are currently inventoried on the 4D Client Chemical Inventory database, and excess cylinders are kept to a minimum.
- YES NO N/A 48. Compressed oxygen cylinder setups have the orange safety postings near the bottles and staff have been trained to use the systems.

### **FIRE PREVENTION AND RESPONSE**

- YES NO N/A 49. Researchers are aware of the location of the nearest fire extinguisher and fire alarm pull box.
- YES NO N/A 50. Researchers are trained in the use of fire extinguishers.
- YES NO N/A 51. Access to fire extinguishers is unobstructed.
- YES NO N/A 52. Fire extinguishers have been recharged and certified in the last 12 months.
- YES NO N/A 53. Fire extinguishers are mounted.
- YES NO N/A 54. Fire alarm can be heard from anywhere in the room.
- YES NO N/A 55. Combustible materials are kept a minimum of 10 feet away from welding areas or open flames.
- YES NO N/A 56. Storage of combustibles is minimized.
- YES NO N/A 57. Balconies are free of any non-approved materials.

### **EMERGENCY EYEWASH/SHOWERS**

- YES NO N/A 58. Researchers are familiar with the location of the nearest eyewash/shower.
- YES NO N/A 59. Eyewash is operable and not blocked.
- YES NO N/A 60. Eyewash is flushed until water is clear at least once per month by a designated researcher.
- YES NO N/A 61. Emergency shower(s) has been tested by Campus Physical Plant in the last 12 months & is not blocked.

### **CHEMICAL SPILL RESPONSE AND PREPAREDNESS**

- YES NO N/A 62. Researchers are aware of the "Slug Discharge" notification procedures.
- YES NO N/A 63. Spill kits are readily accessible and researchers are familiar with where they are located.

### **WASTE MANAGEMENT**

- YES NO N/A 64. Researchers are knowledgeable of the campus' drain disposal guidelines.
- YES NO N/A 65. All containers used for non-recyclable materials and contaminated lab debris are properly labeled.
- YES NO N/A 66. Waste containers are kept closed and are in secondary containment trays.
- YES NO N/A 67. Liquid radioactive waste is in a secondary container.
- YES NO N/A 68. Biological waste (non-medical) autoclaved before disposal.
- YES NO N/A 69. Medical waste is handled and disposed of according to the BUA through Campus EH&S.
- YES NO N/A 70. Red Sharps containers, available in the Tan Hall stockroom, are used for all sharps disposal. Collect biohazardous sharps separately from chemically contaminated sharps.

### **CHEMICAL HANDLING AND STORAGE**

71. Researchers are aware of:
- YES NO N/A the potential physical and health hazards of the chemicals in the lab
- YES NO N/A the methods of handling chemicals safely
- YES NO N/A 72. A maximum of 60 gal flammable liquid is stored inside a liquid storage cabinet.
- YES NO N/A 73. A maximum of 10 gal flammable liquid is stored outside of a flammable liquid storage cabinet.
- YES NO N/A 74. Incompatible chemicals are segregated.
- YES NO N/A 75. Chemical storage areas are properly labeled.
- YES NO N/A 76. Chemical containers are properly labeled.
- YES NO N/A 77. Clean areas are labeled.
- YES NO N/A 78. Chemical refrigerators are approved and appropriately labeled for holding chemicals and/or flammables.
- YES NO N/A 79. Peroxide forming chemicals are dated and tested.
- YES NO N/A 80. Corrosive baths are prevented from possible slug discharges to the sanitary sewer system.

**ADDITIONAL COMMENTS (use additional sheets, if necessary):**