

LABORATORY SAFETY SURVEY FORM

Rev:2010

Building _____ Room # _____ Dept _____

Lab Staff Present Yes No

Room Type _____ Surveyed by _____ Date _____

EMERGENCY PROCEDURES

- 001 Post complete emergency procedures (call 4-2005 for Emergency Procedures Handbook) (Required)
- 002

HAZARD/SAFETY SIGNAGE

- 011 Post Lab Classification - Eye protection requirements near entry (Required)
- 012 Post No eating or drinking near entry (Recommended)
- 013 Post in case of emergency, call _____ at _____ near entry (Recommended)
- 014 Post Biohazard Logo (with biohazard level and agent if appropriate) near entry (Required)
- 015 Post Laser Area near entry (Required)
- 016 Post X-Ray Radiation Area near entry (Required)
- 017 Post High Magnetic Field Area near entry (Required)
- 018

EMERGENCY EYE WASH

- 021 Install emergency eye wash (Required)
- 022 Emergency eye wash is not operating properly, needs to be serviced (Required) Contact CFS at 278-1900 for repairs.
- 023 Eliminate material that prevents ready access to eye wash (Required)
- 024 Eliminate plastic bottle eye wash stations that are insufficient (Required)
- 025

EMERGENCY SHOWER

- 031 Install emergency shower (Required)
- 032 Eliminate material that prevents ready access to emergency shower (Required)
- 033 Emergency shower needs to be inspected (Required)
- 034

FUME HOOD/BSC

- 039 Fume hood sash left open when not in use. (Required) Corrected during inspection.
- 040 Empty waste jug venting into fume hood. (Required)
- 041 Fume hood needs to be serviced by Campus Facility Services. (Required)
- 042 Provide appropriate hood sash or repair existing sash (Required)
- 043 Move air flow obstruction from fume hood face and/or back baffles (Required)
- 044 Biological safety cabinet needs to be certified annually (Required)
- 045 Discontinue storing unused chemicals and materials in fume hood (Recommended)
- 046 Eliminate flammables from biosafety cabinet (Required)
- 047 Eliminate Bunsen burner from biosafety cabinet (Required)
- 049 Remove extension cord or power strip from fume hood. (Required)

FIRE SAFETY

- 051 Obtain appropriate fire extinguishers (call 4-8000 for help) (Required)
- 052 Secure fire extinguisher on the wall (Required)
- 053 Eliminate material blocking access to fire extinguishers (Required)
- 054 Eliminate materials stored within 18" of the ceiling (Required)
- 055 Eliminate flammable liquid storage/transfer in exit-access doorways (Required)
- 056 Ensure all fire alarm signaling devices are unobstructed and not impaired (Required)
- 057

PERSONAL PROTECTIVE EQUIP

- 061 Wear eye protection in lab (Required)
- 062 Wear appropriate eye/face protection for hazardous material handling (Required)
- 063 Wear appropriate gloves (Required)
- 064 Eliminate shorts and sandal wearing practices from the lab (Required)
- 065 Wear a lab coat and/or rubber apron while using strong acids (Required)
- 066 Store unused safety glasses and goggles in zip-lock bags or original containers (Recommended)
- 067 Wear thermal gloves and face shield with goggles when delivering liquefied gases (Required)
- 068 Inappropriate laboratory attire. (Required) _____
- 069

HOUSEKEEPING

- 071 Eliminate obstructions or materials from aisles (Required)
- 072 Eliminate equipment or materials from exit (Required)
- 073 Bench tops too crowded - remove/organize materials (Recommended)
- 074 Eliminate water or other slipping hazard from the floor (Required)
- 075 Eliminate tripping hazard - _____ (Required)
- 076 Secure vacuum flasks so that they don't tip over (Recommended)
- 077

HYGIENE

- 081 Eliminate eating, drinking and/or storage of food and drink from the lab (Required)
- 082 Eliminate food and drink storage in lab refrigerator (Required)
- 083 Eliminate all food containers, cups and utensils (Required)
- 084

STORAGE

- 091 Store acids/bases/oxidizers/solvents in separate areas (Required)
- 092 Eliminate chemical storage above eye level (Recommended)
- 093 Eliminate chemical storage on the floor (Required)
- 094 Eliminate stacking of chemicals on shelves or in cabinets (Recommended)
- 095 Replan chemical storage on overcrowded shelves (Recommended)
- 096 Eliminate outdated or expired chemicals - _____ (Required)
- 097 Eliminate flammable solvents from non-explosion safe refrigerator (Required)
- 098 Store over 10 gallons of flammable solvents in approved flammable storage cabinet (Required)
- 099 Date peroxide forming chemicals upon receipt and opening - _____ (Required)
- 100 Eliminate storing chemicals on or over desk areas (Required)

- 101 Eliminate storing flammable materials where Bunsen burners are used (Required)
- 102 Reorganize chemical storage and eliminate unused chemicals (Recommended)
- 103 Reorganize storage in refrigerator/freezer (Recommended)
- 104 Eliminate Chemical Storage Underneath Sink (Required)
- 105 Dispose of the following non-essential mercury containing device(s) _____
(Required)
- 106 Use appropriate secondary container (Required)
- 107 Submitted reportable chemical inventory inaccurate. (Required)
- _____
- 108 _____

HAZ/BIO WASTE

- 110 Provide lid for biohazard container
- 111 Provide sharps container for all syringes, needles, scalpels, etc. (Required)
- 112 Provide box (e.g. corrugated cardboard) for disposal of glass-label "Glass Disposal" (Required)
- 113 Label waste containers with contents- _____ (Required)
- 114 Place all sharps in sharps containers (Required)
- 115 Keep chemical waste containers closed except when adding waste (Required)
- 116 Ensure sharps fit completely in sharps container (Required)
- 117 Place non-infectious waste rigid plastic pipettes, glass etc. in box-marked "glass disposal" (Required)
- 118 Dispose of overfilled glass waste container (Required)
- 119 Place potentially infectious waste: rigid pipettes & petri dishes in sharps container (Required)
- 120 _____

LABELING

- 121 Provide complete chemical name on all containers (Required)
- 122 Label all secondary containers (including wash bottles, carboys, and repipetts) (Required)
- 123 Secure label to container - _____ (Required)
- 124 Refresh label that has faded or is partly missing- _____ (Required)
- 125 Label refrigerator/freezer "NO FOOD, DRINKS, OR FLAMMABLES." (Recommended)
- 126 Label refrigerator containing biohazardous material with a "biohazard" label (Required)
- 127 Label ice machine "not for human consumption" (Recommended)
- 128 Label food items used for labwork "not for human consumption" (Recommended)
- 129 Label microwave oven "not for food use" (Recommended)
- 130 Label containers with formaldehyde contents using the "Caution-Formaldehyde" label (Required)
- 131 Provide complete chemical name and not abbreviated name- _____ (Required)
- 132 _____

ELECTRICAL

- 141 Replace damaged electrical cord - _____ (Required)
- 142 Provide proper grounding or polarity for electrical outlet(s) - _____ (Required)
- 143 Move electrical equipment away from sink - _____
(Recommended)
- 144 Move equipment/supplies blocking access to electrical panel(s) (Required)
- 145 Provide electrical ground for the following- _____
(Required)

- 146 Provide cover plate on outlet or switch - _____
(Required)
- 147 Isolate exposed wiring or electrical contacts - _____
(Required)
- 148 Replace extension cords and multiple outlet boxes with permanent wiring (Recommended)
- 149 Provide ground fault circuit interrupt electric outlets within 5' of water sources (Recommended)
- 150 Eliminate electrical outlet expanders (3:1, 6:1) that do not have fuses or circuit breakers
- 151

COMPRESSED GAS CYLINDERS

- 161 Secure compressed gas cylinders properly (Required)
- 162 Provide clear labels for compressed gas identification (Required)
- 163 Store gas cylinders in an upright position (Required)
- 164 Replace valve cover when gas cylinder is not in use (Recommended)
- 165

GUARDING

- 171 Provide belt and pulley guard for vacuum pump (Required)
- 172 Reattach or reinstall guard for vacuum pump (Required)
- 173 Provide guarding for _____ (Required)
- 174 Use vacuum line filters to protect house vacuum equipment (Required)
- 175

OTHER

- 181 Ensure that all lab users know where the Chemical Hygiene Plan is located (Required)
- 182 Ensure that all lab users know where the MSDS for chemicals in the lab are located (Required)
- 183 Ensure that all lab users know where the Laboratory Safety Manual is located (Recommended)
- 184 Ensure that lab users know the location of Bloodborne Pathogens-Exposure Control plan (Required)
- 185 Ensure that all lab workers have attended lab safety training (Required) The following employees have not attended the OSHA required laboratory safety training _____. This training is now available online on Oncourse.
- 186 Ensure personnel working in Laboratories producing biohazardous waste understand how to dispose of the waste properly (Required)
- 187 Provide _____ antidote for the following chemical found in the lab: _____
(Required)
- 188

MISCELLANEOUS

- 900 Survey not done. Reason _____
- 999 No violations were identified