LABORATORY INSPECTION CHECKLIST

Department: _____ Conducted by: _____

Location/Type: _____

Date of Inspection: _____ Princ.Investigator: _____

General & Miscellaneous Safety

Work Practices and Conditions	Yes	No	N/A	To correct
1. Are all emergency and evacuation procedures displayed?	☐	☐	☐	
2. Is the information on how to report maintenance deficiencies posted?	☐	☐	☐	
3. Is the lighting in the laboratory adequate and in good condition?	☐	☐	☐	
4. Is the temperature in the laboratory well controlled?	☐	☐	☐	
5. Are the personnel and students using the appropriate footwear and laboratory coats?	☐	☐	☐	
6. Are protective gloves available and matched to the hazard?	☐	☐	☐	
7. Is eye protection available and used?	☐	☐	☐	
8. Are lab coats only worn in the laboratory and are removed before entering offices, lunchrooms, rest rooms, and other non-laboratory general use areas?	☐	☐	☐	
9. Are the food and beverage rules observed? (Such as food and drinks are not stored in the lab area).	☐	☐	☐	
10. Are the ceiling tiles in place and free of any water leaks, or stains, etc?	☐	☐	☐	
11. Is the garbage free of broken glass or hazardous materials?	☐	☐	☐	
12. Are laboratory doors kept closed?	☐	☐	☐	
13. Are fume hoods clean and free of stored chemicals?	☐	☐	☐	
14. Are benchtops and storage areas uncluttered and orderly?	☐	☐	☐	
15. Are aisles and exits free from obstructions?	☐	☐	☐	
16. Are heavy objects stored on lower shelves?	☐	☐	☐	
17. Is there an 18” clearance from sprinkler heads?	☐	☐	☐	

Remarks: Action Required? By Whom? By When?

Follow-up required on: _____

Safety Equipment	Yes	No	N/A	To correct
18. Are safety showers and eye wash facilities accessible and free from obstruction?	☐	☐	☐	
19. Are eyewashes in good condition, clean and capped?	☐	☐	☐	
20. Are first aid kits in designated areas? Are they properly stocked with the supply list inside?	☐	☐	☐	
21. Are fire extinguishers located in designated areas, accessible and free from obstruction?	☐	☐	☐	
22. Are extinguishers functional, labelled and inspected recently?	☐	☐	☐	
23. Are emergency switches clearly identified for power and gas supply and easily accessible?	☐	☐	☐	
24. Are the fire blankets available and stored correctly?	☐	☐	☐	
25. Are missing or deteriorating fume hood labels being replaced?	☐	☐	☐	
26. Are fume hoods in good condition, sashes open and close, and glass intact?	☐	☐	☐	
27. Are the interiors of refrigerators and freezers sound and free of chemical spills or contamination and with containers tightly closed?	☐	☐	☐	
28. Are refrigerators and freezers labeled? “flammables” “explosion proof” or “Chemical Use Only”?	☐	☐	☐	
29. Are microwaves labelled “Laboratory Use Only”?	☐	☐	☐	
30. Are electrical apparatus equipped with ground plugs or properly grounded? and not connected to extensions cords.	☐	☐	☐	
31. Is the wiring on laboratory equipment in good condition and secured along the wall or benches?	☐	☐	☐	
32. Are electrical cords and appliances away from flammables and water (sinks), do they have grounding plugs? Are extension cords used only for computers?	☐	☐	☐	
33. Are red outlets being used for critical equipment that require continuous power?	☐	☐	☐	
34. Are laboratory apparatus properly assembled and used in a safe manner?	☐	☐	☐	
35. Is the glassware free from cracks, chips and other defects?	☐	☐	☐	
36. Are vacuum pump belt guards in place?	☐	☐	☐	

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Follow-up required: _____

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_____

Chemical Safety

Safety Information	Yes	No	N/A	To Correct
1. Are primary & secondary chemical containers labelled with identity and appropriate hazard warnings?	☐	☐	☐	
2. Are signs on storage areas and laboratories consistent with hazards within?	☐	☐	☐	
3. Is there an updated inventory of the chemicals in the laboratory?	☐	☐	☐	
4. Are the Material Safety Data Sheets available for all chemicals present in the laboratory?	☐	☐	☐	
5. Are all chemical containers well labelled, capped and in good condition?	☐	☐	☐	
6. Are personnel and students familiar with spill cleanup requirements for their chemicals?	☐	☐	☐	
General Laboratory storage	**Yes**	**No**	**N/A**	**To Correct**
7. Are all chemicals stored correctly, segregated by hazard and according to compatibility (e.g., organic from oxidizers, flammable from acids)?	☐	☐	☐	
8. Are corrosive & flammable chemicals stored below “eye level”?	☐	☐	☐	
9. Are chemicals kept away from desks?	☐	☐	☐	
10. Are highly flammable liquids stored away from sources of heat and ignition (including Bunsen burners in fume hoods)?	☐	☐	☐	
11. Are all containers of non-hazardous substances (e.g., distilled water) labelled explicitly to avoid confusion?	☐	☐	☐	
12. Are hazardous materials used/stored limited to small quantities?	☐	☐	☐	
13. Do chemical containers have a second containment, particularly 20L?	☐	☐	☐	
Compressed Gas Cylinders	**Yes**	**No**	**N/A**	**To Correct**
14. Are gas cylinders properly chained/secured and in use?	☐	☐	☐	
15. Are cylinder caps in place when cylinders are not in use or being moved?	☐	☐	☐	
16. Are cylinders transported on a cart with chains?	☐	☐	☐	
17. Are cylinders properly labelled?	☐	☐	☐	
18. Are full and empty cylinders stored separately?	☐	☐	☐	
19. Are regulators, proper connections and tubing in good condition?	☐	☐	☐	

Hazardous Waste Disposal	Yes	No	N/A	Corrected
20. Are waste being separated appropriately (e.g. solid vs. liquid, halogenated vs. non-halogenated)?	☐	☐	☐	
21. Are there sufficient and appropriate waste containers in laboratory?	☐	☐	☐	
22. Are the waste containers clearly labelled and the chemicals identified?	☐	☐	☐	
23. Are syringes and other sharps disposed into biohazard waste container?	☐	☐	☐	
24. Are waste containers kept closed using tight-fitting closure?	☐	☐	☐	

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Follow-up required: _____

Biohazard safety

General biohazard safety	Yes	No	N/A	To Correct
25. Are lab coats kept in the lab to prevent contact with street clothing?	☐	☐	☐	
26. Are cleaning procedures established for normal cleaning and emergency spill?	☐	☐	☐	
27. Are autoclave procedures available for disinfection?	☐	☐	☐	
28. Is biohazard waste treated before disposal?	☐	☐	☐	
29. Are biohazard waste containers rigid, labelled and with lids?	☐	☐	☐	
30. Are biohazard waste containers used properly where needed (e.g., autoclave, bags, sharps containers, etc)?	☐	☐	☐	
31. Has the Biosafety cabinet been certified in the last year?				

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Follow-up required: _____

Radiation safety

General ionizing radiation safety	Yes	No	N/A	To Correct
32. Are registered areas properly designated?	☐	☐	☐	
33. Is radiation monitoring and detection equipment readily available and calibrated?	☐	☐	☐	
34. Are personnel trained appropriately?	☐	☐	☐	
35. Are radioactive materials securely stored according to procedures?	☐	☐	☐	
36. Is radioactive waste securely stored and disposed of according to procedures?	☐	☐	☐	
37. Is the inventory of all radioactive materials up-to-date?	☐	☐	☐	
38. Is there an inventory of all radiation counting and monitoring?	☐	☐	☐	
39. Are all radiation-emitting operations restricted to a low-density traffic area and are adequately shielded?	☐	☐	☐	
40. Are safe work procedures and decontamination/emergency procedures established?	☐	☐	☐	

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Follow-up required: _____

Laser safety	Yes	No	N/A	Corrected
Do laser laboratories have appropriate warning signs?	☐	☐	☐	
Are lasers equipped with protective housings, safety interlocks, key controls, beam stops, attenuators and scanning safety guards as appropriate?	☐	☐	☐	
Are the laser operators provided with wavelength specific eye protection?	☐	☐	☐	

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