



DEHS Laboratory Safety Inspection Checklist

Building Name: _____

Room Number: _____

Date: _____

Inspector Name: _____

Lab Manager or Principal Investigator Name: _____

Note: All items with findings that are considered major are highlighted

Safety Item	Satisfactory	Unsatisfactory	Not applicable	Comments (if applicable)
Worker Practices (if applicable)				
Workers wearing appropriate laboratory attire (pants, closed toe shoes, etc.) and all necessary PPE appropriate to their work area (i.e. lab coat, gloves, safety glasses, splash guards, etc.)				
No gum, candy, food, or drinks consumed				
Workers following safe work practices.				
No latex gloves used with hazardous chemicals.				
Material Safety Data Sheets (MSDS's) or Safety Data Sheets (SDS's) available in a centralized location that is readily available to all lab personnel.				
Document Requirements				
U of L CHP completed and sent to DEHS.				
Chemical inventory completed and sent to DEHS.				
Fume Hoods				
All fume hoods are fully functional and properly illuminated.				
Fume hood sashes are down when not in use.				
Fume hood sashes at or below working height when in use.				
Air flow not blocked.				
All materials in the fume hoods are at least 6 inches from the hood face.				
Fume hood performance certification is current.				
Emergency Equipment				
Unblocked access to fire extinguishers.				
Fire extinguisher inspection tags are current and contain tamper indicators.				
Unblocked access to safety showers and eyewash stations in the nearby vicinity to laboratory areas.				
Eyewash station and emergency shower certification tags are up to date.				
Access to nearest fire alarm pull station is not blocked.				
Unblocked access to sufficient spill control kits for all relevant chemical types (i.e. acids, corrosives, mercury, etc.).				
All laboratory doorways are unblocked (even non-exit doors).				
Unblocked access to sufficiently stocked first aid kits.				
If hydrofluoric acid (HF) is used in the laboratory, there is sufficient supply of unexpired 2.5% calcium gluconate gel available in the first aid kit.				
Housekeeping				
Walkways are clear, free from item storage.				
Floors are clean, with no noticeable debris or spills.				
Unblocked sinks available with adequate hand soap.				
No tripping hazards evident.				
Electrical Safety				
Circuit breaker box (if applicable) access is unblocked.				
No use of extension cords.				
All electrical cords are in good condition.				
PPE				
Unblocked access to respirators or PAPR.				
No unauthorized PAPR or respirators found. All available PAPR or respirators must go through approval from DEHS before being used in any lab.				
Sufficient supplies of working PAPR or respirators.				
Sufficient quantities of gloves of all necessary types appropriate to the variety of chemicals used.				
Compressed Gas Cylinders				
Compressed gas cylinders are secured and stored upright. Cylinders must be capped and have the valves closed when not in use.				

Storage Practices				
All prepared chemical solutions are labeled with a minimum of the following information: Solution contents, preparer's name or initials, and hazards.				
All chemical containers are in good condition.				
All chemical containers are clearly labeled.				
No open containers of any chemicals containing inhalation hazards should be actively used outside a working fume hood.				
Stored chemicals are segregated by compatibility (i.e. acids separated from flammables, oxidizers separated from flammables, etc.). Example of a good storage scheme would be acids, bases, toxics, reactives, oxidizers, flammables.				
Water reactive chemicals are stored in dessicators.				
No storage of large amounts of flammable liquids outside approved flammable storage cabinets.				
Lab equipment and chemical storage limited in fume hoods.				
No chemicals stored on the floor.				
No chemicals stored above eye level.				
No items stored within 18 inches of sprinkler system.				
All used flammable materials are kept away from ignition sources.				
No open containers left out.				
No expired chemicals present.				
Refrigerators or freezers used to store chemicals/flammables should suitable for chemical or flammable storage. They should also be labeled to prohibit food/drink storage.				
Peroxide-Forming Chemicals				
All peroxide-forming chemicals are dated upon receipt, opening, and have expiration dates.				
No expired peroxide forming chemicals are found.				
Laboratory Signs				
All exit signs are functional.				
Exit sign emergency lights functional when tested.				
Emergency contact information should be readily available.				
All chemical storage cabinets should be labeled with the types of chemicals stored, and any relevant hazards (flammables, toxic, etc.).				
All designated areas for use of highly hazardous chemicals (i.e. those requiring an SOP) are posted.				
Access to cabinets containing highly toxic materials should be restricted only to those needing access.				
Waste Disposal				
Unblocked access to all hazardous waste satellite collection accumulation areas.				
All hazardous waste containers are properly labeled as such, along with the waste type and applicable hazards (i.e. flammable, etc.).				
All hazardous waste containers are securely closed when not in use.				
No more than 55 gallons of hazardous waste stored.				
Unblocked access to broken glass receptacles. All full receptacles must be replaced.				
Biohazardous waste container is not overfilled.				
Shared Work or Storage Spaces (INCLUDING COLD ROOMS)				
Suitable housekeeping in all shared spaces.				
Proper labeling of all chemicals or samples.				
No physical (such as equipment) hazards are evident.				
Miscellaneous				
Other hazards:				
Baseline Exposure Assessment Information				
Enter any applicable readings (i.e. anesthetic gas leak checks, organic vapor, etc.) here:				
Equipment	Date	Time	Reading	

Notes (if applicable):