



**University of South Florida
Environmental Health & Safety
Laboratory Safety Checklist**

Building/Room Number:		PI/Supervisor:			
Purpose: Routine <input type="checkbox"/> Follow up <input type="checkbox"/>		Lab Hazards: Chemical <input type="checkbox"/> Biological <input type="checkbox"/>			
College:		Department:			
1	Documentation	Yes	No	S	Comments
1.1	Emergency telephone numbers posted				
1.2	Emergency information current in lab				
1.3	Location of first aid & spill kits, fire extinguishers posted				
1.4	Updated chemical inventory available				
1.5	Chemical Hygiene Plan (CHP) is readily available to all faculty, staff, & students				
1.6	SDS access to all personnel in lab				
1.7	All accidents and spills reported to supervisor and EH&S				
2	Training	Yes	No	S	Comments
2.1	Lab training has been completed for all personnel (Initial training is a critical deficiency)				
2.2	Personnel have received lab-specific safety training				
2.3	Lab-specific SOPs have been read and signed by applicable lab personnel				
2.4	Chemical-specific SOPs are developed for extremely hazardous chemicals				
2.5	Process-specific SOPs include safety procedures for the handling of hazardous materials				
2.6	Equipment specific SOPs are developed for the safe use of machinery				
3	Chemical Storage	Yes	No	S	Comments
3.1	Chemical containers labeled to identify contents				
3.2	Stock solutions and wash bottles labeled				
3.3	Non-flammable refrigerators & flammable cabinets labeled				
3.4	Flammables stored in flammable cabinets/refrigerators				
3.5	Quantity of flammable liquids does not exceed storage limits				
3.6	Chemicals are segregated by hazard class (acids,bases, etc.)				
3.7	Chemicals not stored on floor, fume hoods, bench tops				
3.8	Chemical containers are kept closed when not in use				
3.9	Leaking chemical containers must be placed in secondary containment and submitted for disposal				
3.10	Time sensitive chemicals are less than one year old				
4	Housekeeping	Yes	No	S	Comments
4.1	Emergency exits unobstructed				
4.2	Work areas free of clutter				
4.3	Broken glassware disposed in box labeled "Broken Glass"				
4.4	Broken glass container lined with non-red plastic bag				
4.5	Needles, razor blades, scalpels and other sharps are not left unattended when not in use				

4.6	Food, drinks, and applying cosmetics prohibited in lab				
5	Compressed Gas Cylinders	Yes	No	S	Comments
5.1	Properly labeled & stored upright				
5.2	Attached to a permanent fixture				
5.3	Gas cylinders are segregated by hazard class				
5.4	Empty cylinders are marked "Empty" & not stored in lab				
5.5	Regulators are not obstructed				
5.6	Capped when not in use				
6	Safety and Emergency	Yes	No	S	Comments
6.1	Personal protective equipment (PPE) available				
6.2	PPE worn by personnel while working in lab				
6.3	If NIOSH approved respirators used, copy of written Respiratory Protection Plan accessible				
6.4	If NIOSH approved respirators are needed, personnel has been enrolled in Respiratory Protection Program				
6.5	Fume hoods have current inspection/certification				
6.6	Sashes kept closed when not in use				
6.7	Air flow monitor operates appropriately				
6.8	Emergency eyewash/safety shower accessible				
6.9	Eyewashes are flushed weekly				
6.10	Expired contents removed from required first aid & spill kits				
6.11	Monitors indicate negative pressure relative to all entrances				
7	Hazardous Waste	Yes	No	S	Comments
7.1	Containers labeled "Hazardous Waste" with contents and nature of hazard				
7.2	Hazardous waste stored in a designated Satellite Accumulation Area (SAA)				
7.3	Hazardous wastes are being stored in compatible containers				
7.4	Waste segregated by hazard class within the SAA				
7.5	Hazardous waste containers kept closed when not in use				
7.6	All solder and scrap metal are collected for recycling or disposal as hazardous waste				
7.7	Hazardous waste-contaminated rags are managed as hazardous waste				
7.8	Used mercury containing lamps managed appropriately				
7.9	Spent lead-acid and recyclable batteries are being recycled				
7.10	Hazardous pharmaceutical waste is collected for disposal				
7.11	All chemical spills have been appropriately decontaminated and surfaces cleaned regularly				
7.12	Requests have been made in HITS for the removal of all full waste containers.				
8	Fire Safety	Yes	No	S	Comments
8.1	Exit signs illuminated and emergency lights operational				
8.2	No permanent use of extension cords				
8.3	Breaker panels are accessible				
8.4	Fire extinguisher inspected monthly				
8.5	Evacuation routes posted in lab				

8.6	Fire drills & start-up/shutdown procedures tested semi-annually				
8.7	Electrical cords in good condition				
8.8	All storage kept at least 18" below fire sprinklers				
8.9	Heat –generating lab equipment (autoclave, hot plate, water bath) is used according to manufacturer’s safety				
9	Biomedical Waste (BMW)	Yes	No	S	Comments
9.1	Copy of BMW plan available				
9.2	BMW Training documentation available				
9.3	BMW contained at point of generation				
9.4	Sharps disposed of in sharps container				
9.5	No recapped needles in sharps container				
9.6	Non-sharp biomedical waste disposed in red bags				
9.7	Red bags meet requirements as outlined by FAC 64E-16.004 and copy of certification is available				
9.8	Red bags placed in outer container that is rigid, leak/puncture resistant, and labeled with the international biohazard symbol				
9.9	All outer reusable containers constructed of smooth, easily cleanable materials & decontaminated after each use				
9.10	BMW spill kit available				
9.11	All BMW spills properly decontaminated				
9.12	BMW bags and sharps boxes labeled according to the USF Biomedical Waste Plan prior to disposal				
9.13	BMW containers are not overflowing				
9.14	Sharps boxes are disposed of at ¾ full OR 30 days after first non-sharps item is placed in container				
9.15	BMW is separated from chemical waste				
9.16	Red bags disposed of within 30 days after first BMW item is placed in bag				
9.17	Generator is properly disposing of BMW containers to the appropriate vendor pick-up container				
9.18	BMW bags are used for biomedical waste only (i.e. bags not used in broken glass containers)				
9.19	Access to outdoor storage areas secured and conspicuously marked with a 6 inch international biohazard symbol				
9.20	Hand washing areas available				
9.21	Proper PPE used when handling BMW				
9.22	BMW transported to the waste storage areas via cart				

S: Serious finding that must be corrected within 48 hours or less, depending on severity of finding.

EH&S Representative: _____ Date: _____ Lab
 Representative: _____ Date: _____