[University of Virginia](http://www.virginia.edu/)Environmental Health and Safety

Chemical and Laboratory Safety Program

[ehs.virginia.edu](http://www.ehs.virginia.edu)

434-982-4911

**GENERAL LABORATORY SAFETY**

Self-Assessment Checklist

The Office of Environmental Health and Safety (EHS) encourages laboratory personnel to conduct regular safety self-assessments. In order to guide you in self-assessment, we have created the following checklist of general laboratory safety items that are relevant to most research and teaching laboratories at the University of Virginia. The below criteria are similar or identical to EHS inspection criteria.

Refer to the Laboratory Safety Self-Assessment Guidance document for more information on each of the assessment criteria and for guidance on maintaining a safe, healthy and compliant environment. Please contact EHS if you have questions or need guidance on resolving an issue. We encourage you to incorporate laboratory-specific items for inspection in the space provided. *Note: for the purposes of this document, a ‘laboratory’ includes shops, studios and makerspaces.*

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| **Lab PI:** | **Lab Room:** |
| **Lab Surveyor:** | **Assessment Date:** |

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| **General** | **Yes** | **No** |
| Hazard Communication Sign is up to date (NFPA rating, emergency phone #’s, etc.) |  |  |
| Personal Protective Equipment is available |  |  |
| PPE is utilized appropriately (e.g. lab coats, gloves and safety glasses are worn when personnel are handling chemicals or other hazardous materials) |  |  |
| Laboratory areas, including science refrigerators, freezers and cold rooms, are free from food and/or drink intended for human consumption. |  |  |
| Safety Data Sheets (SDS) for hazardous chemicals are accessible to all occupants, and personnel know how to access SDS |  |  |
| Verify occupants have completed EHS Chemical Safety and Waste Training |  |  |
| Lab occupants have received training on specific chemicals used in the laboratory |  |  |
| Lab occupants have completed other applicable training necessary for work in the lab (ex. shipping dry ice). |  |  |
| Lab occupants know where to access the University Written Hazard Communication Program and Chemical Hygiene Plan |  |  |

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| **Chemicals** | Yes | No |
| Chemicals are stored separately according to their compatibility and hazard class |  |  |
| Chemicals in any container are properly labeled and covered or closed when not in use |  |  |
| Chemical containers are in good condition (i.e. are not cracked, no lids missing, etc.) |  |  |
| Chemicals are stored in a generally safe manner (not on the floor; not above eye level – especially when in glass containers or corrosive; secondary containment is used where appropriate) |  |  |
| Flammable liquids are not purchased in 5 gallon cans (or larger) |  |  |
| When flammable solvents must be kept cold, they are stored in Flammable Material or Explosion-Proof refrigerator/freezer (and not a ‘standard’ unit) |  |  |

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| **Compressed Gas** | Yes | No |
| Gas Cylinders are properly secured at all times |  |  |
| Incompatible gas cylinders are stored at least 20 feet apart or in separate rooms. |  |  |
| Highly toxic and toxic gases cylinders are stored under ventilation |  |  |
| Cylinders not in use have regulator removed and are capped. |  |  |

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| **Waste** | Yes | No |
| EHS provided, or otherwise appropriate, waste containers are used. |  |  |
| Waste containers are properly labeled |  |  |
| Waste containers are properly closed |  |  |
| Waste is not excessively accumulated (< ten 5-gal carboys) |  |  |
| Glass waste is placed in a cardboard box with a ‘waste laboratory glassware’ sticker |  |  |
| Sharps containers are not over-filled |  |  |
| Satellite Accumulation Area (SAA) is posted |  |  |
| Full hazardous waste containers are in SAA, where waste was generated, for pickup by EHS |  |  |

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| **Facility** | Yes | No |
| Eyewash is accessible |  |  |
| Safety shower is accessible |  |  |
| Eyewash is flushed at least monthly and recorded |  |  |
| No extension cords are in permanent use |  |  |
| Power strips are UL approved. |  |  |
| No power strips are ‘daisy-chained’ |  |  |
| Laboratory equipment cords are free from damage or fraying |  |  |
| Electrical panels are kept clear |  |  |
| Fire extinguishers are kept clear |  |  |
| Storage clearance below ceiling is appropriate (18” for sprinklered and 24” for non-sprinklered) |  |  |
| Chemical Fume hoods are operational and certified annually |  |  |

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| **Lab-Specific Items** | Yes | No |
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| **Additional Comments** |
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