

## Appendix 6

### Laboratory Safety Checklist – Davidson College

Building Name: \_\_\_\_\_ Room(s): \_\_\_\_\_ Principal Investigator: \_\_\_\_\_  
Inspection Date: \_\_\_\_\_ Auditor Name(s): \_\_\_\_\_

Mark each item as Y, N, NA as appropriate.

#### Documentation & Training

Y/N/NA	
	Lab entrance signs with current contacts and emergency numbers posted
	Davidson Chemical Hygiene Plan accessible and up to date
	Other required manuals accessible and up-to-date
	Chemical Inventory has undergone annual review/update
	Lab personnel know where and how to obtain Safety Data Sheets (SDS)
	Specialized training (Bloodborne Pathogen, BSL-2, Laser, Formaldehyde) as needed
	Lab specific policies (Working Alone, Standard Operating Procedures, etc.)

#### Emergency Equipment

Y/N/NA	
	Fire Extinguisher (FE) available
	FE unobstructed and located at designated location (40" top)
	FE has annual inspection, sealed and charged
	Appropriate FE for fire hazard (Class A, B, C, or D)
	Safety Shower (SS) present (within 75 feet or 10 second travel)
	SS unobstructed
	SS checked/tested by Physical Plant
	Eye Wash (EW) present (within 75 feet or 10 second travel)
	EW Unobstructed
	EW Checked/tested by Physical Plant routinely (verify work requests)
	Spill kit available and lab personnel are trained in spill clean-up procedures

Personal Protective Equipment (PPE)

Y,N,NA	
	PPE (eyewear, gloves, lab coats) available and used in lab
	Proper eye protection use (safety glasses/goggles/face shield)
	Visitor glasses readily available (if visitors permitted)
	Proper chemical resistant/heat resistant/cryogenic gloves
	Long pants and closed toe shoes (no open toe shoes) worn
	Rubber apron available (in concentrated acid/base use)

General Hazards

Y/N/NA	
	Corridors and exit doors unobstructed
	Adequate lighting for tasks
	Excess trash, boxes, and paper removed
	No eating/drinking/food storage in lab (except designated areas)
	Hand washing facility (with liquid soap) available
	Proper disposal of needles and sharp objects (plastic red for biohazards)
	Proper disposal of broken glass in lined cardboard box.

Electrical

Y/N/NA	
	Proper power cord use (good housekeeping, no trip hazard)
	Extension cord – temporary use, single only (no daisy chains)
	Power strips with surge protection
	No cording through walls, floors or ceiling
	Electrical cords not frayed and good insulation
	Three pronged plugs not altered, grounding pins in place
	Ground Fault Circuit Interrupters on outlets in wet locations
	Electrical Panels should not be obstructed.

Laboratory Refrigerator/Freezer

Y/N/NA	
	“No Food or Drink” sign posted on door
	Food/drink not stored in laboratory
	Flammables stored in approved safety refrigerators, either Flammable Safe or Explosion Proof

Chemical Storage

Y/N/NA	
	Chemicals stored by compatibility group (flammables, oxidizers, bases, acids, reactives)
	Incompatible chemicals physically separated
	Chemicals properly labeled (no chemical formulas)
	Storage areas labeled with compatibility group
	No excess chemicals on bench tops/in hoods/under sinks
	Flammable storage: <10 gallons (38L) outside flammable cabinet
	Unstables, reactives, or explosives marked with date received and date opened
	Peroxide formers marked with date to be discarded/tested

Chemical Waste

Y/N/NA	
	Timely waste pickup requests (no build-up of waste in lab)
	Containers closed except when actively receiving waste
	Containers are clearly labeled with the words "waste" and their specific chemical contents
	No hazardous waste is poured down the drain without prior approval from the EHS Office
	No chemical waste stored in fume hoods

Engineering Controls

Y/N/NA	
	Exhaust and alarm working properly
	Chemical fume hood annual inspection sticker up to date
	Sash kept at or below marked height except for set-up
	Sash kept closed when not in use
	Hood is not being used for long-term chemical storage
	Biosafety cabinets certified within the past year (if required)

Physical Hazards

Y/N/NA	
	Belts, pulleys, rotating parts guarded (especially vacuum pumps)
	Electrical disconnect unobstructed
	Unattended operating equipment labeled/posted

Gas Cylinders

Y/N/NA	
	Properly secured (individual chain/cable recommended)
	Cylinders are storage labeled as empty or full or in use
	Caps on cylinders when not in use

Biohazard Waste

Y/N/NA	
	Red sharps containers properly labeled with biohazard symbol
	No sharps containers are greater than 2/3 full
	Autoclave log maintained when treating biological waste

Biosafety Level 2 (BSL2)

Y/N/NA	
	Easily cleanable surfaces and laboratory furniture (nonporous chairs)
	Hand washing sink
	Safety eye wash and emergency shower
	Biohazard symbol on lab equipment used for BSL2 work
	Entryway signs denoting BSL2 lab space

Lasers (Class 3B and 4)

Y/N/NA	
	Laser signs are posted on doors
	Protective eyewear is available and in good condition
	Warning signs and lights are in proper order
	Interlocks are working properly
	Keys are not left in an unattended control panel

Select Agent Toxins

Y/N/NA	
	Toxins registered on Schedule F in lab safety plan
	Inventory in place and up to date
	Current inventory is secure

Other Concerns