

Lab Safety Self-Inspection Form

This resource can be used to collect lab inspection information prior to inputting into the SafetyStratus platform.

Lab Safety Self-Inspection

Please list your lab's current Lab Manager(s) or Lab Safety Officer(s).

Notes:

Have all lab members completed the required HSRM online lab safety training module?

Yes

Additional Help Needed

Notes:

Lab-specific training is required to be completed annually; has this been completed? Please upload the most recent training documentation using the "Attach" button.

Yes

Additional Help Needed

Notes:

Please provide a list of your lab's "high risk" hazards, which could include: water reactives, pyrophorics, lasers, high-field magnets, radiation sources, high-pressure systems, high-hazard corrosives (HF, picric, perchloric, corrosive gases), explosives, acute toxins (heavy metals, beryllium, chemotherapeutics, carbon monoxide, etc.).

Notes:

Does the lab have SOPs for all high-hazard operations and/or hazard class SOPs for lab chemicals listed above?

Yes

Additional Help Needed

Notes:

Is the lab door/entrance posted with the appropriate hazard signage?

Yes

Additional Help Needed

Notes:

Has your lab posted an Emergency Preparedness Plan?

Yes

Additional Help Needed

Notes:

Researchers are provided with, and use, appropriate PPE for the current lab hazards? Appropriate PPE may include: laser safety glasses, gloves for chemical handling, FR lab coats for high-flammable work (use of pyrophorics outside of gloveboxes, forge/molten metals work).

Yes

Additional Help Needed

Notes:

Eyewash stations are being flushed weekly, eyewash flush log is posted and kept for one year?

Yes

N/A

Additional Help Needed

Notes:

Food and drink is consumed only outside of designated lab spaces?

Yes

N/A

Additional Help Needed

Notes:

Chemical inventory is required to be completed and upload annually, please upload a copy of your lab inventory using the "Attach" button or type in the link of where to find it.

Notes:

Workspaces (e.g., benchtops, storage areas, etc.) are organized and clean?

Yes

Additional Help Needed

Notes:

Lab floors, aisles, doors, and adjacent hallways are unobstructed (to maintain proper egress)?

Yes

Additional Help Needed

Notes:

Areas around fire extinguishers, pull arms, and emergency eyewash/showers are clear and accessible?

Yes

N/A

Additional Help Needed

Notes:

Fume hoods are free from clutter and in good working order?

Yes

N/A

Additional Help Needed

Notes:

Extension cords are only used as a temporary solution and power strips not plugged into other power strips ("daisy-chained")?

Yes

N/A

Additional Help Needed

Notes:

No exposed wiring or damaged electrical cords in and around electrical equipment?

Yes

N/A

Additional Help Needed

Notes:

Does your lab use hazardous chemicals?

Yes (see sub questions)

No

Notes:

Are all bottles/containers legibly labeled with the chemical identity and hazard (or lack of), stored upright, closed, and in good condition? (sub question)

Yes

Additional Help Needed

Notes:

Are all chemicals separated by hazard class and stored in appropriate locations (flammable or corrosives cabinets, desiccators, refrigerators, etc.)? (sub question)

Yes

Additional Help Needed

Notes:

Storage areas (shelving, cabinets, refrigerators, etc.) are clean, structurally sound, and closed when not in use? (sub question)

Yes

Additional Help Needed

Notes:

All time-sensitive chemicals are tested for quality or disposed of in a timely manner (e.g., peroxide-forming chemicals)? (sub question)

Yes

N/A

Additional Help Needed

Notes:

Flammable materials requiring refrigeration are placed in flammables refrigerators only? (sub question)

Yes

N/A

Additional Help Needed

Notes:

Does your lab produce and/or store hazardous waste?

Yes (see sub questions)

No

Notes:

Are all hazardous waste containers properly labeled, closed when not being added to, stored in a secondary containment tray or bin, and disposed of in a timely manner? (sub question)

Yes

Additional Help Needed

Notes:

Are all hazardous waste containers segregated according to hazard class? (sub question)

Yes

Additional Help Needed

Notes:

Does your lab store and/or use compressed gas cylinders?

Yes (see sub questions)

No

Notes:

Compressed gas cylinders are positioned so the label is visible, stored in a dry, well-ventilated location, and protected from heat sources? (sub question)

Yes

Additional Help Needed

Notes:

Cylinders are properly secured to a rigid structure? Cylinders should be secured with chains or straps (not bungee cord) connected to a wall bracket or other fixed surface or contained within a cylinder stand. Also keep in mind that the restraints must be fastened on the upper third of the cylinder. (sub question)

Yes

Additional Help Needed

Notes:

Cylinder valves are closed and valve caps are in place when cylinders not in use? (sub question)

Yes

Additional Help Needed

Notes:

Does the labe have SOPs for flammable, corrosive, or toxic compressed gases? (sub question)

Yes

N/A

Additional Help Needed

Notes:

Biological Materials (... if applicable to your lab)

Do you work with biological materials? Note: Biological materials include but are not limited to infectious agents (to humans, animals, plants, etc.), biologically-derived toxins, r/sNA molecules, biological materials derived from human or non-human primates, animals/plants infected with biohazardous materials described above.

Yes (see sub questions)

No

Notes:

Please list any biological materials used in your research or teaching: (sub question)

Notes:

Does your lab use biological materials that require USDA/APHIS Permits? (sub question)

Yes

No

Notes:

Please indicate your lab's biosafety level (BSL-1, BSL-2, or BSL-3). (sub question)

Notes:

Is IBC approval required for your research/teaching project(s)? (sub question)

Yes

No

Notes:

If IBC approval required, is the approved IBC protocol up-to-date? Note: The approved IBC protocol is effective for 3 years. A new protocol must be submitted after approved protocols are active for three years. (sub question)

Yes

N/A

Additional Help Needed

Notes:

If your lab is performing research/teaching project that requires IBC review, have all lab staff listed on the IBC application completed Biological Safety in the Laboratory training (UHS122)? (sub question)

Yes

N/A

Additional Help Needed

Notes:

If your lab is working with bloodborne pathogen(s) or human materials or NHP materials, have lab staff completed Bloodborne Pathogen Annual OSHA Requirement (UHS110) training annually? (sub question)

Yes

N/A

Additional Help Needed

Notes:

If your lab is working with r/sNA, have all lab staff working with r/sNA completed Implementation of NIH Recombinant and Synthetic Nucleic Acids Guidelines training (IBCOO2)? (sub question)

Yes

N/A

Additional Help Needed

Notes:

Are biological signs posted on the equipment (e.g., freezer, incubator, biological waste container, etc.) where infectious agents, biological toxins, r/sNA materials, or biological materials derived from human or NHP, or animals/plants infected with biohazardous materials are cultivated/stored? (sub question)

Yes

N/A

Additional Help Needed

Notes:

Are biological safety cabinets (BSCs) available, used for aerosol generating activities in the BSL2/BSL3 labs and certified within the past year? Please provide this date in the comments. (sub question)

Yes

N/A

Additional Help Needed

Notes:

If a vacuum line is used to aspirate biological materials, is the vacuum line protected with an in-line HEPA filter, aspiration flask & overflow flask which are labeled appropriately? Note: These flasks must be placed in the secondary containment when they are located on the floor. (sub question)

Yes

N/A

Additional Help Needed

Notes:

Are centrifuge safety procedures followed? This includes, but is not limited to: proper balancing of loads, using caps, inspecting for damaged parts, and opening vessels within biosafety cabinets. (sub question)

Yes

N/A

Additional Help Needed

Notes:

Is the lab-specific Biological Waste Disposal Plan Template accessible and followed by lab staff? (sub question)

Yes

N/A

Additional Help Needed

Notes:

Are appropriate biological waste containers (i.e., sturdy, leak-proof, equipped with lid, labeled with biohazard symbol) accessible in the biological waste generation area and closed when not in use? (sub question)

Yes

N/A

Additional Help Needed

Notes:

Is the procedure for safe handling of sharps implemented? Note: No-recapping necessary before disposal. Sharps containers must be in good condition, not overfilled and within easy reach of the work station.

(sub question)

Yes

N/A

Additional Help Needed

Notes:

Is the lab-specific Biological Decontamination and Spill Cleanup Plan Template accessible and followed by lab staff? (sub question)

Yes

N/A

Additional Help Needed

Notes:

Are hands washed after completion of lab work, after removing gloves, and before leaving the lab? (sub question)

Yes

N/A

Additional Help Needed

Notes:

Are chairs, counters, floors, and other surfaces used in lab work covered with a non-porous material?

(sub question)

Yes

N/A

Additional Help Needed

Notes: