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:
### Lab Safety Self-Inspection Form

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>Additional Help Needed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has your lab posted an Emergency Preparedness Plan?</td>
<td></td>
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<tr>
<td>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).</td>
<td>[ ] Yes</td>
<td>[ ] Additional Help Needed</td>
<td>Notes:</td>
</tr>
<tr>
<td>Eyewash stations are being flushed weekly, eyewash flush log is posted and kept for one year?</td>
<td>[ ] Yes</td>
<td>[ ] N/A</td>
<td>[ ] Additional Help Needed</td>
</tr>
<tr>
<td>Food and drink is consumed only outside of designated lab spaces?</td>
<td>[ ] Yes</td>
<td>[ ] N/A</td>
<td>[ ] Additional Help Needed</td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
<td>Notes:</td>
</tr>
<tr>
<td>Workspaces (e.g., benchtops, storage areas, etc.) are organized and clean?</td>
<td>[ ] Yes</td>
<td>[ ] Additional Help Needed</td>
<td>Notes:</td>
</tr>
<tr>
<td>Lab floors, aisles, doors, and adjacent hallways are unobstructed (to maintain proper egress)?</td>
<td>[ ] Yes</td>
<td>[ ] Additional Help Needed</td>
<td>Notes:</td>
</tr>
</tbody>
</table>
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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:
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<tbody>
<tr>
<td>Storage areas (shelving, cabinets, refrigerators, etc.) are clean, structurally sound, and closed when not in use? (sub question)</td>
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<tr>
<td>All time-sensitive chemicals are tested for quality or disposed of in a timely manner (e.g., peroxide-forming chemicals)? (sub question)</td>
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<td>Flammable materials requiring refrigeration are placed in flammables refrigerators only? (sub question)</td>
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<td>Does your lab produce and/or store hazardous waste?</td>
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<tr>
<td>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)</td>
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<tr>
<td>Are all hazardous waste containers segregated according to hazard class? (sub question)</td>
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<tr>
<td>Does your lab store and/or use compressed gas cylinders?</td>
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</table>
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 restraits 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 lab 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
[ ] Additional Help Needed
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 (IBC002)? (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: