

LABORATORY INSPECTION FORM

Building & Room Number:
Department:
Lab Supervisor:

Date of Audit:
Auditors(s):

1. Safety Equipment	Working	Accessible	Last checked		
a. fume hoods					
b. biological hoods					
c. eye washes					
d. showers					
e. fire extinguisher(s)	A B C D	or CO2			
2. House-keeping			Y	N	N/A
a. food, beverages and appliances absent from the laboratory?					
b. food absent from chemical refrigerators and vice versa?					
c. bench tops clean and unobstructed?					
d. emergency numbers posted by telephone?					
e. laboratory doors closed?					
f. floors, aisles and exits unobstructed?					
g. outside hallways uncluttered?					
3. Chemical Storage			Y	N	N/A
a. all containers appropriately labeled?					
b. no flammables in unapproved refrigerators?					
c. liquid chemicals equipped with secondary containment?					
d. flammable liquids within allowable quantities?					
e. chemicals stored appropriately (incompatibles separated)?					
f. gas cylinders secured and stored appropriately?					
g. empty and full cylinders separated?					
4. Waste Management			Y	N	N/A
a. chemical wastes tightly capped?					
b. incompatible chemicals separated?					
c. liquid chemicals equipped with secondary containment?					
d. chemical wastes labeled appropriately?					
e. weekly chemical waste inspections documented (where required)?					
f. sharps disposed in proper containers?					
g. special bags used for autoclaving waste?					
h. red waste bags used for infectious waste (where required)?					
i. broken glass disposed in labeled container?					
5. Mechanical Equipment			Y	N	N/A
a. guards in place (fans, centrifuges, drive belts)?					
b. belts/pulleys in good condition?					

6. Electrical Equipment	Y	N	N/A
a. grounded?			
b. fitted with overload protection device?			
c. outlets located outside of hoods?			
d. motors intrinsically safe (where appropriate)?			
e. cords in good condition?			
f. current carrying parts not exposed?			
g. GFIs on outlets within 6 feet of a sink?			
7. Personal Protective Equipment	Y	N	N/A
a. Lab coats are available.			
b. Chemical protective gloves are available.			
c. Safety glasses/goggles are available.			
7. Paper Work	Y		N
a. MSDSs accessible?			
b. Chemical Hygiene Plan accessible?			
c. written laboratory-specific SOPs available?			

Comments