



Laboratory Self Evaluation Checklist

Building:	Evaluation Date:
Room Number:	Evaluator Name(s):
Department:	PI/Lab Manager:

Section A: Hazard Identification							
Please check all hazards that apply to your lab.							
Compressed Gas	<input type="checkbox"/>	Oxidizers	<input type="checkbox"/>	Corrosives	<input type="checkbox"/>	Laser	<input type="checkbox"/>
Flammables	<input type="checkbox"/>	Self-Reactives	<input type="checkbox"/>	Biohazards	<input type="checkbox"/>	X-Ray	<input type="checkbox"/>
Toxics	<input type="checkbox"/>	Poisonous	<input type="checkbox"/>	Radiation	<input type="checkbox"/>	Liquid Nitrogen	<input type="checkbox"/>

Section B: General Laboratory Work Practices	Yes	No	N/A	Comments
Signs on lab doors (Caution Placards) and storage areas are consistent with the hazards within the area.				
Access to the lab is restricted to authorized lab personnel and students only.				
No evidence of food or beverages being				

consumed or stored in the lab.				
No recapping of needles is performed.				
Lab surfaces are disinfected or decontaminated after work is performed.				
Aisles and exits are free from obstruction and tripping/slipping hazards.				
Heavy objects are confined to lower shelves.				
Top of cabinets and shelves are free from stored items.				

Section C: Personal Protective Equipment (PPE)	Yes	No	N/A	Comments
Lab coats and safety glasses are worn in the laboratory. Lab coats are removed before entering non-laboratory general use areas.				
Various protective gloves are available, including cryogenic where applicable.				
Additional adequate PPE available for the hazards in your lab (includes masks and hearing, foot and head protection).				
Appropriate clothing is worn in the lab (i.e. no open toed shoes or shorts allowed).				
Respirators are provided when necessary, and users are trained and fir tested.				

Section D: Chemical Hazard Control and Storage	Yes	No	N/A	Comments
Incompatible materials are segregated (acids, bases, flammable, oxidizers, etc.).				
Primary and secondary chemical containers are labeled with identity and				

appropriate warnings.				
Chemical containers are in good condition (no leaks, lids are intact, etc.).				
No glass containers are stored above eye-level or on the floor.				
Corrosives and flammables are stored below eye level.				
Unused or outdated materials are removed from laboratories and chemical storage areas.				
Safety carriers are available and in use while transporting chemicals.				
All personnel working in the lab have access to Safety Data Sheets (SDSs).				
All personnel working in the lab have access to the Chemical Hygiene Plan.				
All personnel working in the lab have access to the Standard Operating Procedures (SOPs) developed for that lab.				

Section E: Flammable Liquid Storage and Handling	Yes	No	N/A	Comments
Flammable liquids are stored away from heat sources or other ignition sources like incompatible materials (such as corrosive chemicals and oxidizers).				
Flammable liquids not in use are stored in approved flammable solvent cabinets.				
Maximum of 60 gallons of flammable materials are stored in a single fire safety cabinet.				
Highly flammable liquids are stored in appropriate refrigerators that are certified for storage of flammable materials.				

Section F: Compressed Gas Cylinders	Yes	No	N/A	Comments
Gas cylinders are properly secured (individually if possible)..				
Cylinder caps are in place when the cylinders are not in use, or when they are being moved.				
Gas cylinders are stored away from excessive heat or ignition sources.				
Fuel gas cylinders are at least 20 feet away from oxygen cylinders.				
Gas cylinders are properly labeled with their contents.				
Full and empty cylinders are stored separately.				
Empty gas cylinders are labeled "empty".				
Hoses, tubing, and regulators are in good working condition.				

Section G: Waste Handling (Hazardous, Non-Hazardous, & Biological)	Yes	No	N/A	Comments
Waste material is stored in posted areas designated with Satellite Accumulation Areas (SAA).				
Containers of hazardous waste are labeled properly (date, lab number, responsible party, etc.).				
Biological or Radioactive wastes are appropriately labeled.				
No evidence of liquid waste in sinks or drains that lead to public sewers.				
Syringes and other sharp wastes are disposed of into approved sharps containers.				

Section H: Tools, Machinery, & Equipment	Yes	No	N/A	Comments
Tools and equipment are in safe working condition.				
Standard Operating Procedures (SOPs) are available for all equipment in the lab.				
Regular maintenance is provided for all equipment.				
Electrical cords are in good condition (no frayed wires or broken insulation).				

Section I: Doors & Emergency Exits	Yes	No	N/A	Comments
Exits are clearly marked and free from obstruction.				
All fire doors are self-closing and are kept closed.				
Doors and windows operate, close, and lock properly.				

Section: J Safety Equipment	Yes	No	N/A	Comments
Fume Hoods are available and have been inspected within the last 12 months).				
Fume Hoods are not being used for storage.				
Hoses or cords are not inserted through the face of the fume hood (they must run underneath the airfoil so that the sash can close completely).				
Biological Safety Cabinets have been certified within the last 12 months.				
Safety showers and eyewash stations are located within a 10 second walk of all laboratories.				

All showers and eyewash stations are clean and free of obstruction.				
Safety showers and eyewash stations are tested and documented.				
All vacuum lines have a trap.				
Low oxygen alarms present for areas with cryogenics or other oxygen displacing hazards.				
The 5-Gauss line is marked around the magnet in Nuclear Magnetic Resonance (NMR) laboratories.				

Section K: Emergency Response & Safety Procedures	Yes	No	N/A	Comments
Fire extinguishers are the appropriate type for the hazard in the work area.				
Fire extinguishers are unobstructed.				
Fire extinguishers are regularly inspected.				
Laboratory personnel are aware of the nearest:				
<ul style="list-style-type: none"> ● First aid kit or first aid station. 				
<ul style="list-style-type: none"> ● Fire extinguisher. 				
<ul style="list-style-type: none"> ● Spill kit. 				
<ul style="list-style-type: none"> ● Evacuation route. 				
Laboratory personnel are familiar with:				
<ul style="list-style-type: none"> ● Standard Operating Procedures (SOPs) for all equipment in the lab. 				
<ul style="list-style-type: none"> ● Working alone procedures. 				
<ul style="list-style-type: none"> ● Accident reporting procedures. 				

<ul style="list-style-type: none"> Emergency phone numbers (i.e. ext 5555 for Campus Police on any campus landline). 				
<ul style="list-style-type: none"> Lab specific emergency procedures (i.e. audibility of fire alarm, equipment shut off procedures, etc.). 				

Section L: Training	Yes	No	N/A	Comments
Canvas training modules have been completed, and documented, for all lab personnel.				
General training conducted for any equipment in use in the lab.				
Compressed gas cylinder training completed (where applicable) by all lab personnel.				
Laser safety training completed (where applicable) by all lab personnel.				
X-Ray safety training completed (where applicable) by all lab personnel.				

Section M: Optional - Notes, Questions, or Comments

Section N: Signatures
Completed by:
Signature: