

LABORATORY SAFETY AUDIT

Utah State University

DEPARTMENT: _____

PRINCIPLE INVESTIGATOR: _____

BUILDING: _____

SUPERVISOR/CONTACT: _____

ROOM(S): _____

DATE: _____

KNOWN HAZARDS (mark all that apply): RADIOLOGICAL CHEMICAL BIOLOGICAL LASER OTHER

A. SAFETY PRACTICES

YES NO NA

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Work practices observed during the inspection were performed safely. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have employees/students received general Laboratory Safety Training from the EH&S office and training specific to the laboratory from department personnel. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Safety training records available in lab. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Emergency Response Information submitted to building safety person. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments _____

B. EMERGENCY EQUIPMENT

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|--|--------------------------|--------------------------|--------------------------|
| 1. Room emergency information cards posted. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Phone available and emergency phone numbers posted near the phones. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Room fire extinguishers appropriate, mounted, charged, unobstructed and checked annually. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. All lab employees/students are trained in the proper use of fire extinguishers. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Spill control kits available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Appropriate first-aid kit available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Eyewash stations are in good condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Safety shower available within 100 feet of lab using hazardous chemicals. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Areas around eyewash and safety shower are unobstructed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Eyewash and safety shower are checked every three months. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Emergency procedures and evacuation plans formulated, practiced and posted in the lab. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments _____

C. GENERAL SAFETY

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|--|--------------------------|--------------------------|--------------------------|
| 1. Suitable personal protective equipment available, in good condition, properly used and stored. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Appropriate eye protection, chemical goggles or safety glasses with side shields are used at all times by individuals in chemical storage and/or lab areas. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Respiratory protection is being used in accordance with the OSHA Respiratory Protection Standard and the USU Respirator Management Program. Respirator users are trained and fit tests are current. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Hand washing soap and towels available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Heavy objects and chemicals stored below five feet. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Ladders and step stools appropriate and in good condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Food, beverages, smoking and cosmetics are absent from working areas. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Appropriate warning signs posted. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Laboratory equipment moving parts guarded (e.g. fan belts, fan blades) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Corridor doors (fire doors) are kept closed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. All walking and working surfaces clean, uncluttered and in good condition. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

C. General Safety cont.

YES NO N/A

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|---|--------------------------|--------------------------|--------------------------|
| 12. Aisles and pathways are wide enough and kept clear so as to provide unobstructed exit and evacuation (no less than 28 inches). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Exits are unobstructed and lighted or marked with a highly visible placard. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Operational fume hoods are provided in laboratories where noxious or toxic chemicals are handled, and do they have a certificate of inspection by EH&S dated within the past 12 months. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. The fume hood working area is clean, unobstructed and not used as a permanent storage area. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments _____

D. CHEMICAL SAFETY

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|--|--------------------------|--------------------------|--------------------------|
| 1. The Chemical Hygiene Plan including applicable Standard Operating Procedures is available to employees and is in compliance with OSHA Laboratory Standard (29 CFR 1910.1450). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The written Chemical Hygiene Plan has been approved by the Chemical Hygiene Committee. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The written Chemical Hygiene Plan has been reviewed and updated for the current year. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. The Chemical Inventory is current and includes date of purchase. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. The Chemical Inventory contains OSHA listed chemical carcinogens. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. MSDS's for each hazardous chemical are available. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. All containers appropriately labeled. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. All chemical containers securely closed when not in use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Incompatible chemicals stored separately and all chemicals stored by hazard category. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Secondary containment is being used for liquid chemicals in storage cabinets. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Gas cylinders secured, away from heat sources and capped when not in use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Flammables are stored in compliance with fire code guidelines. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Acids are stored in special corrosive resistant cabinets. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Strong bases are stored in separate corrosive resistant cabinets. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. All oxidizing & reducing agents are stored far enough apart from each other to prevent accidental mixing, in an event such as an earth quake. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Water reactive substances are stored where they are isolated and will not get wet. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. All peroxide forming chemicals and other chemicals with limited shelf lives are dated when opened and disposed of as hazardous waste within the shelf life period recommended by the manufacturer. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. All poisonous chemicals are locked up in a secure cabinet. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Explosion rated refrigerators are used to store explosive chemicals. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Storage shelves have lip edges or other restraints to prevent containers from falling in the event of an earthquake. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Special containment procedures in place for equipment containing mercury (e.g. thermometers, manometers, pressure gauges, etc.). Use of mercury substitutes is encouraged. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments _____

E. HAZARDOUS WASTE MANAGEMENT PRACTICES

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|---|--------------------------|--------------------------|--------------------------|
| 1. Students/employees are aware of the requirements for hazardous and radioactive waste management as outlined in the <i>Utah State University Hazardous Waste Handling Poster</i> . | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Lab personnel are familiar with EH&S waste collection procedures. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. The <i>USU Hazardous Waste Manifest</i> form documenting the generator's name, the date of accumulation the chemical, the concentration and the quantity of the waste being generated is properly filled out for each waste pick-up. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. All hazardous wastes, as defined on the University's waste handling poster, are being properly disposed of through the USU Environmental Health and Safety office. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

