

Eastern Michigan University

Laboratory Safety Inspection Form

Building: _____ Room(s): _____

PI: _____ Department: _____

Inspected By: _____ Inspection Date: _____

General Laboratory Safety	Yes	No	NA
1. Are notice signs posted on doors?			
2. Is contact person correct?			
3. Are emergency phone numbers posted on notice signs?			
4. Any food or drinks in laboratory?			
5. Are non-contaminated broken glass containers labeled?			
6. Are chemical spill clean-up kits available?			
7. Are safety goggles available?			
8. Are safety goggles worn?			
9. Are aisles free from obstructions?			
10. Are exits free from obstructions?			
11. Is the Chemical Hygiene Plan available?			
12. Do laboratory personnel understand how to obtain a SDS?			
13. Are laboratory SOP's available?			
14. Are laboratory personnel mouth pipetting?			
15. Are work areas neat and clean?			
16. Have all laboratory personnel received laboratory training?			
17. Are sharps containers present?			
Chemical Storage			
1. Are chemical containers properly labeled?			
2. Is a current inventory of chemicals available?			
3. Are chemicals stored according to compatibility?			
4. Are refrigerators properly labeled?			
5. Are gas cylinders properly secured?			
6. Are chemicals dated upon receipt?			
7. Are chemicals in use limited to minimum working quantities?			
8. Are large containers on lower shelves?			
Chemical Waste			
1. Are hazardous waste containers closed?			
2. Are hazardous waste containers labeled?			
3. Are hazardous waste containers dated?			

Notes:

Safety Equipment			
1. Are chemical protective gloves available?			
2. Are safety goggles available?			
3. Are eyewash/safety showers accessible and unobstructed?			
4. Are eyewashes activated weekly?			
5. Are safety showers flushed annually?			
6. Are fume hoods working properly?			
7. Are fume hoods used for storage?			
8. Are Items in the hood kept six (6) inches from the sash?			
9. Are fire extinguishers available and unobstructed?			
10. Is the current year/date of last inspection indicated on the tag?			
11. Do sprinkler heads have at least an 18" clearance?			
12. Is a phone readily accessible?			
13. Are emergency phone numbers posted next to phone?			
14. Are fire alarm stations convenient?			
Electric Equipment			
1. Are electric cords in good condition?			
2. Are grounded receptacles and three prong plugs used?			
3. Are outlet extenders prohibited?			
4. Are extension cords only being used as temporary wiring?			
General Equipment			
1. Are vacuum pump belt guards in place?			
2. Are glass Dewars wrapped or shielded?			
3. Are water hoses clamped?			
4. Are operational procedures posted for autoclaves?			
5. Are performance tests conducted routinely for autoclaves?			
6. Are centrifuge rotors routinely inspected and documented?			
7. Are Bunsen burner hoses in good condition?			
8. Are shelves in good condition?			
9. Is shelving reinforced if provided?			
10. Are floors and corridors free of stored equipment and supplies?			

Notes: