



## Laboratory Safety Laboratory Inspection Checklist

501 Westwood Plaza, 4<sup>th</sup> Floor • Los Angeles, CA 90095  
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<b>Date</b>	
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Lab Information	
Department	
Principal investigator (PI)	
PI telephone number	
PI email address	
Building	
Lab room numbers	
Lab Safety contact person	
Lab Safety contact telephone number	
Lab Safety contact email address	
Lab phone number	

<b>Radiation</b>	<b>Biosafety 2 or greater</b>	<b>Lasers</b>	<b>Animals</b>
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Chemical Types Present	
Particularly Hazardous Substances (select carcinogens, acute toxins, reproductive toxins)	Flammables
Regulated carcinogens	Explosives
Pyrophorics	Peroxide Formers
Water Reactives	Corrosives

**Explanation of Ratings**

1: Compliant • 0: Non compliant/not acceptable • N/A: Not applicable • \*Denotes Administrative Deficiency  
C: Critical - that must be corrected within 48 hours or less, depending on severity of -



Inspection Information	
Inspector	
Inspector email address	
Accompanied by	

Documentation & Training					
1	0	C	N/A	Inspected	Comments
				Lab Safety Manual accessible to all laboratory personnel	
				Hazard Assessment Tool updated and located inside Lab Safety Manual	
				Initial EH&S Safety training documented	
				Lab Specific Safety training documented and sufficient to cover lab operations	
				Initial and annual training for respirator users	
				Documented Hazardous Waste Handling Training	
				Documented Fire Safety Training	
				Laboratory accidents documented	

Hazard Communication					
1	0	C	N/A	Inspected	Comments
				MSDS accessible (i.e., hard copy or on-line)	
				MSDS location known to each employee	
				SOP available (experiment/equipment/hazardous activity)	
				Containers labeled with contents (full name, hazard warning, and date; no conflicting labels)	
				Current chemical inventory accessible	
				Chemical storage cabinets labeled (i.e., corrosives, flammables, etc...)	

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Emergency & Safety Information					
1	0	C	N/A	Inspected	Comments
				Emergency assistance information posted in lab	
				NFPA fire diamond posted	
				NFPA fire diamond updated with current occupants & emergency contacts	

Fire Safety					
1	0	C	N/A	Inspected	Comments
				Storage clearance from ceiling: 18" with sprinklers, 24" without sprinklers	
				Fire extinguisher present/charged/accessible/tag updated; signage clearly visible	

General Safety					
1	0	C	N/A	Inspected	Comments
				Exits/aisles/corridors are not blocked (24" minimum width)	
				Laboratory doors kept closed	
				Approved safety shower & eyewash station accessible within 10 seconds (travel distance no greater than 100 feet)	
				Emergency shower / Eyewash Station inspected monthly	
				Clearance area around safety shower at least 16" in each direction. Signage clearly visible.	
				First-aid kit present, stocked and without expired products	
				Chemical spill material or kit available, spill procedures known to staff	
				Gas cylinders secured upright with double chains to a stable structure (i.e., wall or with clam shell/frame casing.)	
				Gas cylinder valve protection cap in place when not in use	
				Refrigerators/freezers labeled with food and drink specifications	
				Sink available for hand washing	

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General Safety					
1	0	C	N/A	Inspected	Comments
				Engineering controls functional	

Personal Protective Equipment (PPE)					
1	0	C	N/A	Inspected	Comments
				Closed-toe shoes and long pants worn by laboratory personnel as required by campus PPE policy	
				Lab coats worn as required by campus PPE policy	
				Gloves worn as required by campus PPE policy	
				Eye protection worn as required by campus PPE policy (Goggles must be worn for procedures involving chemical splashes)	
				Adequate supply of specialty PPE available (i.e. UV/IR glasses, face shields, lab aprons, cryogenic gloves)	
				PPE contaminated with hazardous materials disposed of as Haz Waste	

Housekeeping					
1	0	C	N/A	Inspected	Comments
				No food or drink in lab areas	
				Secondary containment provided for floor storage of glass bottles that contain chemicals.	
				Minimal glassware on bench top	
				Minimal glassware in sink	
				Minimal glassware in fume hood	
				Proper waste disposal of sharps (broken glass, pipettes, needles, razors, etc)	
				Sharps containers less than ¾ full	

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Chemical Storage and Compatibility					
1	0	C	N/A	Inspected	Comments
				Less than 10 gallons of flammables located outside flammable storage cabinet	
				Maximum of 60 gallons flammable liquids per flammable storage cabinet, maximum of 3 flammable storage cabinets per lab/fire area.	
				Flammable storage refrigerator/freezer approved and labeled	
				Minimal acids stored outside corrosive cabinet	
				Strong acids and strong bases stored in secondary containers	
				Incompatible materials properly segregated	
				Chemicals stored safely (e.g. seismic restraints, etc.)	
				Combustible materials not stored with flammable chemicals	
				Chemical storage cabinets clearly labeled (i.e. flammables, corrosives, etc.)	
				Chemical containers in good condition	
				Corrosive chemicals stored below eye level	
				Ethers and other peroxide formers dated	
				Water reactive chemicals segregated, contained, and labeled	
				Carcinogens segregated and stored in designated areas.	
				Pyrophoric chemicals segregated, contained, and labeled	

Fume Hoods					
1	0	C	N/A	Inspected	Comments
				Certified within one year	
				Proper sash height indicated	
				Sash at or below marked approval level	
				Sash stoppers functional where present	
				Hood illumination functional	

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Fume Hoods					
1	0	C	N/A	Inspected	Comments
				Audible/visual alarm functional	
				Minimal clutter in hood (equipment, chemicals)	
				Functional fume hood not used for storage	

Biosafety Cabinets					
1	0	C	N/A	Inspected	Comments
				Certified within one year	

Chemical Waste Disposal and Transport					
1	0	C	N/A	Inspected	Comments
				Safety cans available and labeled for disposal of solvents	
				Containers available and labeled for disposal of hazardous waste	
				Waste manifests or tags attached to waste cans, containers	
				Chemical waste containers in good condition and kept closed (i.e. no funnels in place)	
				Sturdy cart available for transport of hazardous waste as needed	
				Hazardous waste in secondary containment	
				Designated hazardous waste storage areas	
				Chemical waste disposed when full or within 90 days, whichever is sooner	
				Dry hazardous waste double-bagged in transparent bags	
				Hazardous chemicals/materials not found in regular trash.	

Seismic Safety					
1	0	C	N/A	Inspected	Comments
				Shelving and file cabinets 5' or over anchored/bolted	

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Seismic Safety					
1	0	C	N/A	Inspected	Comments
				Storage shelves have seismic restraints (e.g. lips, bars, bungee cords)	
				High overhead storage is secured	
				Heavy items stored on lower shelves	

Mechanical and Electrical Safety					
1	0	C	N/A	Inspected	Comments
				Moveable parts guarded on equipment as appropriate	
				Electric panel accessible	
				Nothing posted on electric panel	
				Plugs, cords, outlets in good condition	
				No overloaded outlets, no daisy-chained power strips	
				Extension cords only present for immediate use and do not pose trip hazards (i.e., taped down, covered)	
				Power strips secured off the floor and away from liquids	
				No power cords found under doors, carpets, or through ceilings	

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