

# SAFETY AUDIT CHECKLIST FOR LABORATORY AREAS

DATE: \_\_\_\_\_ AREA: \_\_\_\_\_

<b>Chemical Hygiene for Laboratories Checklist</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Lab staff, supervisors, and faculty know where the Purdue written CHP is kept for their area, have received required training, know the name of their safety chairperson and how to contact their department's safety chairperson?			
Completed CHP awareness certificates are on file in the departments?			
Written Emergency Procedures and SOP's are in place and understood by the lab staff?			
Are shipments of hazardous chemicals sent off-site by your lab coordinated through Chemistry Stores or MMDC?			
Are chemicals NOT stored on the floor? Are containers of liquids stored at eye level or below?			
Is glass apparatus that is under pressure or vacuum either taped or caged?			
Is unobstructed access available to eyewashes and safety showers available from the workstations?			
Are PPE and engineering controls, such as fume hoods, operating properly?			
Are gas cylinders secured, and are incompatible gases stored separately?			
Are rooms or areas designated for use of SPECIAL HEALTH HAZARDS labeled?			
Is every laboratory door posted with names and phone numbers of responsible personnel to be contacted in case if emergency?			

<b>Chemical Waste Management Checklist</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
Does this location generate hazardous wastes ?			
Are wastes stored in a designated area and segregated according to their compatibilities and physical characteristics? (Guidelines – Table 1)			
Are waste containers correctly labeled with the words HAZARDOUS WASTE and with the container ingredients?			
Are waste containers and waste collection containers tightly capped or closed?			
Are containers not leaking and safe for transportation?			
Is the volume of waste stored less than 50 gallons or 1 quart of acutely toxic waste? (Guidelines - Attachment 1)			
Are MSDSs available for waste trade/brand name products?			

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<b>Radioactive Material Management Checklist</b>	YES	NO	N/A
Is there a sign on door of room where radioactive materials are used?			
Are the containers of radioactive material secure from unauthorized use or removal and properly labeled?			
Are eating and drinking policies being followed in radioactive materials labs as designated by the room classification sticker on the door?			
Are the records for radioactive material use, area surveys, and inventory up to date and kept by the principal investigator?			
Are work surfaces covered with absorbent paper or are trays used?			
Have all personnel using radioactive material been trained by REM?			

<b>Environmental Health Checklist</b>	YES	NO	N/A
<b><u>Biohazards</u></b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Are employees exposed to biohazardous agents? (bacteria, fungus, parasites, toxins)			
Have employees been provided with a copy of the Purdue Biological Safety Manual and appropriately trained in the hazards of exposure?			
Have employees been made aware of signs and symptoms associated with exposure to biohazards used in their work area?			
Do employees understand the principles of safe lab practices? (PPE, handling, labeling, and storage of biohazardous agents)			
Do employees know what to do in the event of a biohazardous agent exposure such as a puncture, cut, splash or inhalation?			
Does the location generate biohazardous wastes?			
Are personnel familiar with Purdue's Infectious Waste Disposal Program and Completion of the Bio-Materials Pick-Up and Treatment Certification Form?			
Are biohazardous wastes chemically or physically treated and are biohazardous wastes labeled and stored in a designated area in appropriate bags?			
<b><u>Bloodborne Pathogens</u></b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Are employees exposed to human blood, human blood products, or human tissue?			
Are these employees given annual required bloodborne pathogen training and do they understand the concept of universal precautions?			
Are these employees given the opportunity to receive, at no cost to them, hepatitis B vaccinations?			
Are blood products or tissue specimens disinfected, labeled, and disposed of properly?			
Are human blood product waste materials (petri plates, needles, glassware, clean-up materials) disinfected, labeled, and disposed of properly?			

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<b>Laser Safety Checklist</b>	YES	NO	N/A
Are laser use areas identified by the proper signage?			
Have personnel using the laser been appropriately trained?			
Are laser beams appropriately terminated and has specularly reflective surfaces been removed from the beam path?			
Is appropriate eyewear available and worn by personnel?			
Are written SOP's and beam alignment procedures available?			

<b>General Safety Checklist</b>	YES	NO	N/A
<b><u>Housekeeping</u></b>	X	X	X
Are the aisles clear and at least three feet wide? Are stairs well lit?			
Are floors free of oil, grease, liquids, broken and uneven surfaces, or sharp objects?			
Is all trash placed in proper containers? Is it disposed of properly? (examples: sharps, used toner, empty chemical containers, broken glass)			
Are materials stored so they don't stick out and can't fall?			
<b><u>Machinery and Equipment</u></b>	X	X	X
Are machine guards in place and in use?			
Are electrical cords not frayed and do outlets match? Are outlets not overloaded?			
Are ladders in good condition and suited for the job?			
<b><u>Personal Protective Clothing and Equipment</u></b>	X	X	X
Have hazard assessments been completed and readily available for the tasks?			
Is PPE readily available to protect against area hazards?			
Have employees been trained on correct use, care, donning and doffing of PPE and are training records available?			
<b><u>Emergency Protection</u></b>	X	X	X
Are fire extinguishers unobstructed?			
Are the fire exits unobstructed and identified?			
Are non-exit doors identified?			
Are sprinkler heads unobstructed? (at least 18" clearance surrounding the head)			

**COMMENTS OR ISSUES FOR FOLLOW-UP:**