**RLSS Laboratory Safety Inspection Checklist**

This checklist is not comprehensive and is intended to act only as a guide for laboratories to ensure a safe workplace and prepare for an inspection with RLSS staff. Please contact RLSS at [rlss-help@email.arizona.edu](mailto:rlss-help@email.arizona.edu) or 520-626-6850 with any questions or concerns.

|  |  |
| --- | --- |
| **Approval Number** |  |
| **AH Name** |  |
| **ASC Name** |  |
| **Date** |  |

**Record Keeping & Hazard Communication**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Y** | **N** | **N/A** | **Inspection Item** | **Comments** |
| **□** | **□** | **□** | Workers have affirmed to the University Chemical Hygiene Plan and (if applicable) the Laboratory Chemical Hygiene Plan via the RLSS User Dashboard |  |
| **□** | **□** | **□** | Chemical hazard warning postings on all entrances to the laboratory where hazardous chemicals are used |  |
| **□** | **□** | **□** | General Laboratory Chemical Safety Training documented for each laboratory worker |  |
| **□** | **□** | **□** | Laboratory Specific Chemical Safety Training documented for each laboratory worker |  |
| **□** | **□** | **□** | Hazardous materials are shipped according to DOT/IATA regulations by trained shippers |  |
| **□** | **□** | **□** | Hazardous material shipping documents are retained for a minimum of two years (i.e. training records, shipper’s declarations, etc.) |  |
| **□** | **□** | **□** | Fire Extinguisher Training completed by one member of the lab and/or Fire Safety Awareness Training completed by all lab members |  |
| **□** | **□** | **□** | Additional required training documented for each laboratory worker (e.g. Respirator fit testing records) |  |
| **□** | **□** | **□** | All training records are immediately available and readily accessible |  |
| **□** | **□** | **□** | Laboratory incidents documented and reported to Risk Management Services |  |
| **□** | **□** | **□** | Current chemical inventory on the RLSS User Dashboard |  |
| **□** | **□** | **□** | Chemical inventory is current and comprehensive |  |
| **□** | **□** | **□** | Required SOPs accessible |  |
| **□** | **□** | **□** | Permanent chemical container(s) labeled appropriately |  |
| **□** | **□** | **□** | Temporary/secondary chemical container(s) labeled appropriately |  |
| **□** | **□** | **□** | Flammable storage locations labeled with the Flammable pictogram and the phrase “FLAMMABLE – KEEP FIRE AWAY” |  |
| **□** | **□** | **□** | Designated Areas labeled appropriately |  |
| **□** | **□** |  | Emergency information posted inside the laboratory |  |
| **□** | **□** | **□** | Refrigerators and freezers in the laboratory labeled with food and drink specifications |  |

**General Safety**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Y | N | N/A | Inspection Item | Comments |
| □ | □ | **□** | Exits/aisles/corridors not blocked (24” minimum width) |  |
| □ | □ | **□** | Laboratory doors kept closed and locked when laboratory workers are not present |  |
| □ | □ | **□** | Approved safety shower and eyewash station accessible within 10 seconds from anywhere in the laboratory |  |
| □ | □ | **□** | Safety shower and eyewash station inspected at least quarterly |  |
| □ | □ | **□** | Clearance area around safety shower at least 16” in each direction. Signage clearly visible |  |
| □ | □ | **□** | Clearance area around eye wash, face wash and drench hoses at least 6” in each direction. Signage clearly visible |  |
| □ | □ | **□** | Sink available for hand washing (soap, towels) |  |
| □ | □ | **□** | Appropriate fire extinguisher available within 75 feet of laboratory work |  |
| □ | □ | □ | Fire extinguisher inspected by FM at least annually (proper tag attached) |  |
| □ | □ | □ | Chemical fume hoods certified within one year with proper sash height indicated |  |
| □ | □ | □ | Chemical fume hood sash at or below marked approval level, and sash stoppers functional where present |  |
| □ | □ | □ | Chemical fume hood illumination and audible/visible alarm functional |  |
| □ | □ | □ | Chemical fume hood cup sinks are disconnected or protected from accidental spills by covers, dam rings, etc. |  |
| □ | □ | □ | Minimal clutter in chemical fume hood; functional fume hood not used for storage |  |
| □ | □ | □ | Minimal glassware on the bench top, in the sinks and in the chemical fume hoods |  |
| □ | □ | □ | No food or drink in the laboratory areas |  |
| □ | □ | □ | First aid kit available with gauze pads, adhesive tape, adhesive bandages, antiseptic applications, exam gloves and burn treatment applications |  |
| □ | □ | □ | Specialty first aid items, e.g. antidote for hydrofluoric acid, is/are available |  |
| □ | □ | □ | Components of a chemical spill kit available with absorbent materials, neutralizing materials and PPE |  |
| □ | □ |  | Long pants, closed-toed shoes, laboratory coat, examination gloves and safety glasses worn by every laboratory member |  |
| □ | □ | □ | Adequate supply of specialty PPE available (e.g. 100% cotton lab coats, face shields, cryogenic gloves) |  |
| □ | □ | □ | All respirator use is approved through the UA Respiratory Protection Program. |  |
| **□** | **□** | **□** | Incompatible chemicals properly segregated (Corrosives, Oxidizers, Flammable Liquids, Highly Toxic, Highly Reactive) |  |
| **□** | **□** | **□** | Secondary containment provided for floor storage of glass chemical containers |  |
| **□** | **□** | **□** | Less than 10 gallons of flammables located outside flammable storage cabinet |  |
| **□** | **□** | **□** | Less than 60 gallons flammable liquids per flammable storage cabinet; no more than 3 flammable storage cabinets per lab/fire area |  |
| **□** | **□** | **□** | Combustible materials not stored with flammable chemicals |  |
| **□** | **□** | **□** | Flammable storage refrigerator/freezer approved and labeled |  |
| **□** | **□** | **□** | Minimal acids stored outside corrosive cabinet |  |
| **□** | **□** | **□** | Concentrated acids and bases stored in secondary containers |  |
| **□** | **□** | **□** | 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 |  |
| **□** | **□** | **□** | Mercury containing devices & equipment protected appropriately (i.e. sealed containment, surrounded with absorbents); researchers are aware of thermometer replacement program |  |
| **□** | **□** | **□** | Pyrophoric chemicals segregated, contained and labeled |  |
| **□** | **□** | **□** | Gas cylinders secured upright with double chains or other approved securing method to a stable structure (e.g. wall or with clam shell/frame casing) |  |
| **□** | **□** | **□** | Gas cylinder valve protection cap in place when not in use |  |
| **□** | **□** | **□** | Designated hazardous waste storage areas |  |
| **□** | **□** | **□** | Containers available and labeled for disposal of hazardous waste |  |
| **□** | **□** | **□** | Dry hazardous waste double-bagged in transparent bags |  |
| **□** | **□** | **□** | Proper disposal of sharps (broken glass, pipettes, needles, etc.); sharps containers less than ¾ full |  |
| **□** | **□** | **□** | Risk Management Services waste tags attached to sealed waste containers and properly filled out |  |
| **□** | **□** | **□** | Chemical waste containers in good condition and kept closed |  |
| **□** | **□** | **□** | Hazardous chemicals/materials not found in the regular trash |  |