

# LABORATORY SAFETY AUDIT Utah State University Biology

**PRINCIPAL INVESTIGATOR:**

Building/Rooms:

**EHS Hazard Assessment Complete?** YES NO

KNOWN HAZARDS (mark all that apply):

RADIOLOGICAL  CHEMICAL  BIOLOGICAL  LASER  THER

YES NO N/A

**A. ANNUAL PI/FACULTY SAFETY PRACTICES**

1. PI/Faculty will complete annual safety review survey (confirms that chemical hygiene plan, chemical inventory, and personnel/student training for general lab safety and lab specific procedures are all up to date).

COMMENTS:

**B. EMERGENCY EQUIPMENT**

1. Room emergency information cards posted.
2. Spill control kits available.
3. Appropriate first-aid kit available.
4. Eyewash stations are in good condition and checked monthly
5. Safety shower available within 100 feet of lab using hazardous chemicals
6. Areas around eyewash, safety shower, and fire extinguisher are unobstructed.

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COMMENTS:

**C. GENERAL SAFETY**

1. Suitable personal protective equipment available, in good condition, properly used and stored.
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.
3. Respiratory protection is being used in accordance with OSHA Respiratory Protection Standard and USU Respirator Management Program.
4. Hand washing soap and towels available.
5. Heavy objects and chemicals stored below five feet.
6. Ladders and step stools appropriate and in good condition.
7. Food, beverages, smoking and cosmetics are absent from working areas.
8. Appropriate warning signs posted.
9. Laboratory equipment moving parts guarded (e.g. fan belts, fan blades)
10. Corridor doors (fire doors) are kept closed.
11. All walking and working surfaces clean, uncluttered and in good condition.
12. Exits are unobstructed and lighted or marked with a highly visible placard.
13. Aisles are wide enough (at least 28 inches) and kept clear to provide unobstructed exit.
14. Operational fume hoods are provided in laboratories where noxious or toxic chemicals are handled, and they have a certificate of inspection by EH&S dated within the past 12 months.
15. The fume hood working area is clean, unobstructed and not used as a permanent storage area.

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COMMENTS:

#### D. CHEMICAL SAFETY

1. All containers appropriately labeled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. All chemical containers securely closed when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Incompatible chemicals stored separately and all chemicals stored by hazard category.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Secondary containment is being used for liquid chemicals in storage cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Gas cylinders secured, away from heat sources and capped when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Flammables are stored in compliance with fire code guidelines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Acids and bases are stored separately and in corrosive resistant cabinets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. 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"/>
9. Water reactive substances are stored where they are isolated and will not get wet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. 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"/>
11. Poisonous chemicals are locked up in a secure cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Explosion rated refrigerators are used to store explosive chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. 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"/>
14. 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

1. Students/employees are aware of the requirements for hazardous and radioactive waste management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Lab personnel are familiar with EH&S waste collection procedures using EHS Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All hazardous wastes are being properly disposed of through the USU Environmental Health and Safety office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All hazardous wastes are stored in sturdy containers according to compatibilities, inspected for leaks and kept closed except when waste is added or removed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Waste containers are appropriately labeled (no abbreviations, formulas or shorthand).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

#### F. ELECTRICAL SAFETY

1. Electrical equipment correctly grounded with three pronged plugs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Electrical cords in safe condition (no cuts, cracks or taped repairs).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Extension cords absent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. High wattage equipment (e.g. refrigerators, copies, etc.) plugged directly into wall outlets.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS:

## Wrap Up

Lab/PI To Dos:

Safety Committee/Departmental To Dos:

Additional Comments:

Assessment Completed By:

PI signature:

Date: