



LABORATORY INSPECTION CHECKLIST

This form should be completed **EVERY FEBRUARY AND JULY**. The lab manager should keep the original and a copy given to the departmental office / safety committee

Conducted By: _____ Date of Inspection: _____
 Lab/Room Number _____
 Lab Manager _____

I. Hazard Communication		
	Yes/No	Comments
✓ MSDS and SMOU binders are available for chemicals used and stored in area.	Yes/No	
✓ Employees know the location of the MSDS and SMOU binders for their work area.	Yes/No	
✓ Primary & secondary chemical containers are labeled with identity, appropriate hazard warnings, and dates		
✓ Signs on storage areas (e.g. Refrigerators) and laboratories are consistent with hazards within.	Yes/No	

II. Housekeeping		
	Yes/No	Comments
✓ Laboratory and storage areas uncluttered and orderly (including benchtop).	Yes/No	
✓ Aisles & exits are free from obstruction.	Yes/No	
✓ Work surfaces are protected from contamination.	Yes/No	
✓ Electrical cords are in good condition and have a current inspection label.	Yes/No	
✓ Tools and equipment are in good repair.	Yes/No	
✓ Tops of cabinets and shelves are free from stored items.	Yes/No	
✓ Heavy objects are confined to lower shelves.	Yes/No	
✓ Glassware is free from cracks, chips, sharp edges and other defects.	Yes/No	

III. Personal Protective Equipment		
	Yes/No	Comments
✓ Protective gloves are available and matched to hazards involved.	Yes/No	
✓ Eye protection is available and in use in all laboratories.	Yes/No	
✓ Lab coats are available and in use.	Yes/No	
✓ Masks are available and in use where required	Yes/No	

IV. Safety Equipment		
	Yes/No	Comments
✓ Safety showers and eye wash stations are clearly labeled	Yes/No	
✓ Fire extinguishers are available and are the appropriate type for the hazard in the work area..	Yes/No	
✓ Fire extinguishers are checked regularly. Date of last check: _____	Yes/No	
✓ First-aid supplies are readily available	Yes/No	
✓ Spill kit is readily available.	Yes/No	

V. Means of Egress and Emergency Exits		
	Yes/No	Comments
✓ Exits are clearly marked and free from obstruction.	Yes/No	
✓ All fire doors are self-closing and kept closed.	Yes/No	
✓ Emergency contact numbers are clearly visible	Yes/No	
✓ Emergency evacuation routes are clearly posted.	Yes/No	
✓ Emergency exit lights are working and clear of obstruction.	Yes/No	

VI. Chemical Storage		
	Yes/No	Comments
✓ Incompatible materials are segregated.	Yes/No	
✓ Corrosives and flammables are stored below eye level.	Yes/No	
✓ Hazardous materials used/stored in the laboratory are limited to small quantities.	Yes/No	
✓ Unnecessary, unused, or outdated materials are removed from laboratories and chemical storage areas.	Yes/No	
✓ Safety carriers are available and in use while transporting chemicals.	Yes/No	
✓ All containers are properly labeled with: Name, Date, Contents, Lab #	Yes/No	
✓ Information on disposed / used chemicals passed to departmental office	Yes/No	

VII. Flammable Liquids Storage & Handling		
	Yes/No	Comments
✓ Flammable liquids are stored and used away from ignition sources.	Yes/No	
✓ Bulk quantities of flammable liquids are stored in approved storage cabinets.	Yes/No	
✓ Flammable liquid storage cabinets are properly labeled.	Yes/No	
✓ Flammables stored on open shelves in glass or plastic containers are kept to a minimum	Yes/No	
✓ Solvent waste cans are labeled properly with: Name, Contents, Lab #.	Yes/No	
✓ Nothing is stored on top of flammable cabinets.	Yes/No	

VIII. Compressed Gas Cylinders		
	Yes/No	Comments
✓ Gas cylinders are properly chained/secured.	Yes/No	
✓ Cylinder caps are in place when cylinders are not in use or being moved.	Yes/No	
✓ Gas cylinders are stored away from excessive heat.	Yes/No	
✓ Fuel gas cylinders are at least 20 feet away from oxygen cylinders.	Yes/No	
✓ Gas cylinders are properly marked as to their contents.	Yes/No	
✓ Full and empty cylinders are stored separately.	Yes/No	
✓ Empty gas cylinders are labeled "EMPTY".	Yes/No	
✓ Gas lines, piping, manifold, etc. are labeled with the identity of their contents.	Yes/No	
✓ Hoses, tubing and regulators are in good working condition.	Yes/No	

IX. Waste Handling: Hazardous, Non-Hazardous & Biological		
	Yes/No	Comments
✓ No liquid waste is disposed of in the sinks or the sewer.	Yes/No	
✓ Hazardous wastes are not accumulated for longer than one month in the laboratory.	Yes/No	
✓ Waste streams are separated as necessary: ex. Solid vs. liquid, hazardous vs. non-hazardous, halogenated vs non-halogenated, etc..	Yes/No	
✓ Waste containers are appropriately tagged before placing in waste room.	Yes/No	
✓ Containers of hazardous waste are labeled properly with the date and name of person discarding waste.	Yes/No	
✓ Biological waste is appropriately marked with a biohazard symbol.	Yes/No	
✓ Syringes and other sharp waste are disposed of into a sharps container and placed directly into biohazard waste container.	Yes/No	
✓ Waste material is not allowed to accumulate on the floors, in corners or under shelves/tables in laboratories.	Yes/No	
✓ Radioactive waste is properly marked with radiation symbol.	Yes/No	

X. Miscellaneous & Notes		