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| SLAC_Logo_hires_small | Chapter : [Laboratory Safety](https://www-group.slac.stanford.edu/esh/hazardous_substances/labsafety/)    Product ID: [730](https://www-internal.slac.stanford.edu/esh/docreview/reports/revisions.asp?ProductID=730) | Revision ID: | Date Published: 1 June 2021 | Date Effective: 1 June 2021  URL: <https://www-group.slac.stanford.edu/esh/eshmanual/references/labsafetyChecklistInspect.pdf> | [docx](https://www-group.slac.stanford.edu/esh/eshmanual/references/labsafetyChecklistInspect.docx) |

Laboratory managers should inspect laboratories on a routine schedule. Weekly inspections are recommended. The following is the recommended checklist for weekly inspections. The checklist may be tailored for the individual lab. Other formats are acceptable as long as applicable topics are covered. (See [Laboratory Safety: Chemical Hygiene Plan](https://www-group.slac.stanford.edu/esh/eshmanual/references/labsafetyReqCHP.pdf) [SLAC-I-730-0A09S-040].)

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| Name(s) (print) | Lab Name | | | | |
| Bldg/Location | Month/Year | | | | |
|  | | \*Week 1 | \*Week 2 | \*Week 3 | \*Week 4 |
| General Safety | |  |  |  |  |
| Laboratory doors are labeled with lab and ESH/emergency contacts, hazards present, and PPE/attire requirements for work? | |  |  |  |  |
| Is overall lab housekeeping in good order (clean bench paper, clutter)? | |  |  |  |  |
| Are aisles free of obstructions? Minimum clearance for lab aisles is 2 ft. | |  |  |  |  |
| Is PPE readily available and in good condition? | |  |  |  |  |
| Supplies are stored minimum of 18 inches away from ceiling? | |  |  |  |  |
| Overhead storage is minimized and restrained from falling? | |  |  |  |  |
| Overhead cabinet doors are closed? | |  |  |  |  |
| Heavy equipment of furniture is earthquake braced? | |  |  |  |  |
| Hot plates and heaters are in good order and out of harm’s way. Unplugged when not in use? | |  |  |  |  |
| Chemical Storage | |  |  |  |  |
| Chemicals are labeled legibly, contents are identifiable. Chemical name and hazards preferred. (Abbreviations ok.)? | |  |  |  |  |
| All chemical containers are closed when not actively adding or removing materials? | |  |  |  |  |
| Chemicals are not stored on lab benches in excessive quantities? | |  |  |  |  |
| Chemicals are not stored in personal drawers in excessive quantities. (Liquids: Single containers </= 250mL, total volume </= 500mL)? | |  |  |  |  |
| Chemicals are not stored in lab fume hoods? | |  |  |  |  |
| No hazardous materials are stored in, around or above sinks? | |  |  |  |  |
| Are stored chemicals segregated according to hazard classification/compatibility (acids, bases, flammables, oxidizers, water reactives, etc.)?  <https://ehs.stanford.edu/wp-content/uploads/Storage-Group-Poster.pdf?1559595169>  <https://www.ehs.ucsb.edu/files/docs/ls/factsheets/SafeStorage_FS7.pdf> | |  |  |  |  |
| Liquids are stored in spill/secondary containment. Incompatible mixing is mitigated? | |  |  |  |  |
| Chemical storage is not exceeding capacity or chemicals are not piled on top of each other? | |  |  |  |  |
| Chemicals are not stored above eye-level and not directly on floor? | |  |  |  |  |
| Are all containers of peroxide-forming chemicals (e.g., ethers) dated upon receipt and disposed of within the prescribed time? | |  |  |  |  |
| Highly flammable liquids are used away from sources of heat and ignition? | |  |  |  |  |
| Flammable liquids in fume hoods do not exceed 3L? | |  |  |  |  |
| A chemical inventory is available? | |  |  |  |  |
| Compressed Gases | |  |  |  |  |
| Toxic gases are used and stored in approved toxic gas cabinets or approved controls? | |  |  |  |  |
| Corrosive gases (e.g. HF, HBr, HCl, H2S) can degrade the cylinder over time and/or produce dangerously high pressures of hydrogen. Dispose of within 2 years. Is it dated? | |  |  |  |  |
| Are cylinders secured upright with chains or straps and brackets bolted to a wall, bench or other secure object (no C-clamps)? | |  |  |  |  |
| Are protective caps in place while cylinders are not in use? | |  |  |  |  |
| No teflon tape on CGA connections unless specified by the equipment manufacturer. Particularly avoid this with oxygen systems. | |  |  |  |  |
| Flammable gases (e.g. hydrogen, methane) tubing should be used with metal tubing. Welding rigs should be equipped with a flash arrestor to prevent flame flashback to cylinder. Available from gas vendors. | |  |  |  |  |
| Highly toxic gas cylinders should be equipped with a reduced flow orifice (RFO) connection to prevent rapid discharge of cylinder contents. | |  |  |  |  |
| Gas cabinets with toxic or flammable gas delivery manifolds often have an excessive flow detection and auto-shutoff valve built-in. Verify that this safety feature is functional. | |  |  |  |  |
| Hazardous Waste | |  |  |  |  |
| Are all hazardous waste containers labeled with chemical name, state, hazards, date, contact, and “Hazardous Waste”? | |  |  |  |  |
| Labels are legible and undamaged? | |  |  |  |  |
| Incompatible materials (e.g. acids and bases) are not stored together? | |  |  |  |  |
| HazWaste containers are not full? | |  |  |  |  |
| Waste not stored over allowable time (45 days)? | |  |  |  |  |
| Is hazardous waste housekeeping generally in order? | |  |  |  |  |
| Are all “sharps” (syringes, razor blades, etc.) disposed of in proper containers? | |  |  |  |  |
| Broken glassware bin is available, adequate, and is in good condition, and does not contain hazardous chemical wastes? | |  |  |  |  |
| Laboratory Safety and Emergency Equipment | |  |  |  |  |
| Are the eyewash and emergency shower stations free of any obstructions which would prevent ready access? Run eyewash units to maintain clean water in the lines? | |  |  |  |  |
| Are spill kits available? | |  |  |  |  |
| Fume hoods have current (annual) inspection stickers in place? | |  |  |  |  |
| Fume hood doors are aligned with arrows while the hood is being used? | |  |  |  |  |
| Fume hood contents do not obstruct air flow? (Storage in hood is minimal.) | |  |  |  |  |
| All work is performed at least 6 inches inside sash? | |  |  |  |  |
| Are biological safety cabinets certified annually or when moved (check sticker) and are they the proper types for the work being conducted? | |  |  |  |  |
| Are fire protection systems in place and adequate for lab activities (e.g. fire suppression, fire extinguishers)? | |  |  |  |  |
| Laboratory Refrigerators | |  |  |  |  |
| Refrigerators are clearly labeled “Chemical Storage”? | |  |  |  |  |
| Refrigerators do not contain flammable materials unless “flammables or explosion proof”? | |  |  |  |  |
| Electrical Safety | |  |  |  |  |
| Plugs do not have exposed wires, are or terminal screws? (Not touch safe.) | |  |  |  |  |
| Power cords and extensions are not daisy chained? | |  |  |  |  |
| Temporary cords are neither a trip hazard nor will they be subject to damage, such as under rugs or through doorways. | |  |  |  |  |
| Cords not routed through holes in or concealed behind walls, ceilings, or floors? (ie. line of sight between equipment and outlet). | |  |  |  |  |
| Cords and connectors not strained; connections to equipment have proper strain relief? | |  |  |  |  |
| Electrical cords are not frayed? | |  |  |  |  |
| Equipment > 50V has NRTL certification or EEIP tag? | |  |  |  |  |

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| Week 1 Comments |
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| Week 2 Comments |
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| Week 3 Comments |
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| Week 4 Comments |
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