

Appendix 1-D

UNC-Chapel Hill Laboratory Safety Self-Inspection Checklist

Building Name: _____ Date of Inspection: _____
Principal Investigator: _____ Room(s): _____
Auditor Name: _____

ITEM (Mark Y, N, or N/A as appropriate)

1. DOCUMENTATION & TRAINING

- _____ [Lab entrance signs](#) with current contacts & emergency numbers posted
- _____ [Lab Safety Manual](#) accessible
- _____ [Lab Safety Plan](#) accessible and up-to-date
- _____ Other required manuals ([Biological Safety Manual](#), [Radiation Safety Manual](#), [Laser Safety Manual](#)) accessible and up-to-date
- _____ [Chemical inventory](#) has undergone annual review/update
- _____ All laboratory personnel are registered ([Lab Worker Registration Form](#))
- _____ Lab personnel know where and how to obtain Material Safety Data Sheets (MSDS)
- _____ Initial and annual Lab Safety Plan training for ALL lab members
- _____ General Lab Safety/Managing Hazardous Waste training for ALL lab members
- _____ Specialized training (Annual Bloodborne, BSL-2, Radiation, Laser, Formaldehyde, Shipping, etc.) if needed
- _____ Lab specific policies (Working Alone, Standard Operating Procedures, Lab Accident Protocols, etc.)

2. EMERGENCY EQUIPMENT

- _____ Fire extinguisher available (within max 75 ft)
 - _____ a. Unobstructed & mounted at designated location (40" top)
 - _____ b. Extinguisher has annual inspection, sealed, and charged
 - _____ c. Appropriate extinguisher for hazard (Class A, B, C, or D)
- _____ Safety shower present (within 75 ft or 10 sec travel)
 - _____ a. Unobstructed
 - _____ b. Checked/tested by Facilities Services (inspection tag)
- _____ Eyewash present (within 75 ft or 10 sec travel)
 - _____ a. Unobstructed
 - _____ b. Checked/tested by lab within past month (inspection tag)
- _____ Spill kit available and lab personnel are trained in spill clean-up procedures

3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

- _____ PPE (eyewear, gloves, lab coats) available and used in lab
- _____ Proper eye protection use (safety glasses/goggles/face shield)
- _____ Visitor glasses readily available (if visitors permitted)
- _____ Proper chemical resistant/heat resistant/cryogenic gloves
- _____ Long pants and closed shoes (no open toe or canvas shoes) worn
- _____ Rubber apron available (if concentrated acid/base use)
- _____ PPE not used in food areas, elevators, opening doors, etc.

4. GENERAL HAZARDS

- _____ Corridors & exit doors unobstructed
- _____ Adequate lighting for tasks
- _____ Excess trash, boxes, & paper removed promptly
- _____ No eating/drinking/food storage in lab (except in designated areas)
- _____ Hand washing facility (with liquid soap) available
- _____ Proper disposal of needles and sharp objects (plastic red for biohazards, plastic white for non-hazardous)
- _____ Proper disposal of broken glass waste (lined cardboard box) - No cardboard boxes are greater than ¾ full

5. ELECTRICAL

- _____ Proper power cord use (good housekeeping, no trip hazard)

- a. Extension cords- temporary use, single only (no daisy chains)
- b. Power strips (w/surge protection)- computer equipment only
- c. No cording through walls, floors or ceiling
- Electrical cords not frayed & good insulation
- 3-pronged plugs not altered; grounding pins in place
- Ground Fault Circuit Interrupters on outlets in wet locations
- Electrical panels should not be obstructed

6. LABORATORY REFRIGERATOR/FREEZER

- "No Food or Drink" sign posted on door
- Food/drink not stored in unit
- Flammables stored in approved safety refrigerator
- In shared rooms emergency contact info posted on equipment

7. CHEMICAL STORAGE

- Chemicals stored by Compatibility Group (flammables, oxidizers, acids, bases, reactives, and toxins)
- Incompatible chemicals physically separated
- Chemicals properly labeled (no chemical formulas)
- Storage areas labeled with compatibility group
- No excess chemicals on bench tops/in hoods/under sinks
- Flammable storage: <10 gallon (38L) outside flammable cabinet
- Controlled substances in sturdy, locked cabinet or safe
- Unstables, reactives, or explosives marked with date received & date opened
- Peroxide formers marked with date to be discarded/tested

9. CHEMICAL WASTE

- Timely waste pick-up requests (no build-up of waste in lab)
- Containers have tightly-closed lids that do not leak and all containers are closed unless actively receiving waste
- Secondary containment bottles $\leq 4L$ and all glass containers stored on floor
- Waste containers are at or near the point of generation
- Containers are clearly labeled with the words "waste" and their specific chemical contents (no abbreviations)
- No waste is poured down the drain without prior approval from EHS

10. ENGINEERING CONTROLS – FUME HOODS & BIOSAFETY CABINETS

- Exhaust & alarm working properly
- Chemical fume hood annual EHS inspection sticker up to date
- Sash kept at or below marked height except for set-up
- Sash kept closed when not in use
- Hood housekeeping - properly maintained, no excess storage
 - a. Hazardous chemicals used at least 6" inside hood
 - b. Larger items on blocks and not blocking baffles
 - c. No power strips or surge protectors inside hood
 - d. Hood not being used for long-term chemical storage
- Biosafety cabinets certified within past year (if required)

11. PHYSICAL HAZARDS

- Belts, pulleys, rotating parts guarded (especially vacuum pumps)
- Stop switches easily accessible
- Equipment is secured (i.e., bolted to floor)
- Electrical disconnect unobstructed
- Unattended operating equipment labeled/posted
- Glassware used at pressures other than ambient is taped or shielded

12. GAS CYLINDERS

- Properly secured (individual chain/cable recommended)
- Cylinders in storage labeled as empty or full

- Caps on cylinders when not in use
- Toxic gases used only in fume hoods or ventilated gas cabinets

13. BIOHAZARD WASTE

- Red sharps containers
 - a. Properly labeled with biohazard symbol
 - b. Needles are not bent, re-capped, or clipped
 - c. No sharps containers are greater than 2/3 full
- Biological Waste treated in the lab
 - a. Waste kept in orange biohazard bags in red, hard-walled closable container
 - b. When autoclaved “X” is placed over biohazard symbol and after treatment placed in white containers
 - c. Autoclave bioindicator log maintained
 - d. Chemically disinfected waste – request for approval on file

14. BIOSAFETY LEVEL 2 (BSL2)

- Easily cleanable surfaces and laboratory furniture (nonporous chairs)
- Hand washing sink
- Safety eye wash and emergency shower
- Inline HEPA filters
- Biohazard symbol on lab equipment used for BSL2 work
- Entryway signs denoting BSL2 lab space
- Sharps and aerosol generation precautions
- Routine decontamination

15. RADIOACTIVE MATERIALS

- Lab entrance is posted with “Caution: Radioactive Materials”
- “Notice to Employees” sign posted in laboratory
- Storage and waste areas should be labeled with “Caution Radioactive Materials”
- All materials and sources should be secured by lock and key or personnel attendance
- Radioactive material work area should be clearly defined
- Records of disposition of isotopes are current
- [Radiation Safety Manual](#) accessible

16. LASERS (Class 3B and 4)

- Laser signs are posted on doors
- Protective eyewear is available and in good condition
- Warning signs or lights are in proper order
- Interlocks are working properly
- Unattended laser rooms are locked
- Keys are not left in an unattended laser control panel

17. DEA CONTROLLED SUBSTANCES

- Controlled substances are stored in locked cabinet or safe
- Records of purchases, acquisition, dispensations, and disposal are available
- Outdated and unused controlled substances are disposed of in accordance with DEA procedures

18. SELECT AGENT TOXINS

- Toxins registered on Schedule F in lab safety plan
- Inventory in place and up to date
- Current inventory is secure