

UH MANOA LAB SAFETY INSPECTION CHECKLIST

Principal Investigator:	Department:
Building / Lab Room #:	Date of Inspection:
Inspector(s):	Escorted By:

1	WORK ENVIRONMENT/GENERAL SAFETY	Y	N	N/A	Inspector Comments	PI Comments/ Date Corrected
1.1	Is the laboratory locked when not in use?					
1.2	Are emergency eye washes and showers available, unobstructed and inspected every semester?					
1.3	Are disposable containers for broken glass provided and specifically labeled for glass disposal ("Broken Glass")?					
1.4	Is protective clothing, goggles, face shields, gloves, closed-toe shoes and other PPE available and used?					
1.5	Have all chemical fume hoods passed inspection within the past 12 months?					
1.6	Are chemical fume hoods free from excessive storage?					
1.7	Are chemical fume hood sashes closed when not in use?					
1.8	Is housekeeping maintained?					
1.9	Are all floors kept clean and dry and in good repair?					
1.10	Are food and beverages prepared and consumed in areas separate from chemicals?					
1.11	Are fire extinguisher(s) readily accessible?					
1.12	Are fire-rated doors not propped open?					
1.13	Are glass containers not stored on the floor?					
1.14	Are exits free of any trip hazards or obstruction? (minimum 28 inches clearance in aisles)					
1.15	Is storage at least 18 inches below the ceiling/sprinkler heads?					
1.16	Are safety guards in place for equipment with moving parts (belts, blades, fans, etc)?					
1.17	Is there a first aid kit in the lab and is it adequately stocked?					
1.18	Do refrigerators, freezers, microwaves, and ice machines have proper "No Food/Drink" signage?					

2	CHEMICAL SAFETY	Y	N	N/A	Inspector Comments	PI Comments/ Date Corrected
2.1	Are all highly flammable and toxic procedures performed in a fume hood?					
2.2	Are approved spark-proof refrigerators used for cold storage of flammable liquids?					
2.3	Are flammable chemicals stored in a safe manner (more than 10 gallons stored in an approved flammable storage cabinet)?					
2.4	Are incompatible chemicals segregated in storage? (flammables and oxidizers; nitric acid/acids; acids and bases)					
2.5	Are all chemicals properly labeled, including hazard identification, and percentages of mixtures?					
2.6	Are air and water reactive chemicals properly stored?					
2.7	Does the laboratory test peroxide-forming chemicals?					
2.8	Are chemical storage areas identified with signs (e.g., flammables, corrosives, carcinogens, poisons, etc.)?					
2.9	Is a chemical spill kit available (with posted procedures)?					
2.10	Is mercury containing equipment being used in the laboratory? If					

	yes, is a Hg spill kit available?					
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3	COMPRESSED GAS CYLINDERS	Y	N	N/A	Inspector Comments	PI Comments/ Date Corrected
3.1	Are incompatible gases properly segregated when not in use?					
3.2	Are cylinders secured properly and protective caps in place when not in use?					

4	ELECTRICAL	Y	N	N/A	Inspector Comments	PI Comments/ Date Corrected
4.1	Are the cords of all electrical equipment in good condition?					
4.2	Are cords used properly (e.g., no piggy-backing of surge protectors; clear of burners, sinks, aisles; no use of extension cords)					

5	DOCUMENTATION	Y	N	N/A	Inspector Comments	PI Comments/ Date Corrected
5.1	Is a current Chemical Hygiene Plan available?					
5.2	Are Standard Operating Procedures available for experiments posing an increased hazard?					
5.3	Does the lab have a written (annually updated) chemical inventory?					
5.4	Are MSDS's available for all chemicals in the lab (hardcopy or accessible online by all lab members)?					
5.5	Have personnel attended initial Lab Safety Training?					
5.6	Is refresher lab safety training conducted annually with all staff?					
5.7	Are emergency notification procedures, contacts with current phone numbers, and hazardous warning signs posted at the entry to the lab?					

6	HAZARDOUS WASTE AUDIT CHECKLIST	Y	N	N/A	Inspector Comments	PI Comments/ Date Corrected
6.1	Is any hazardous waste generated in the laboratory?					
6.2	Is any non-hazardous chemical waste disposed of in the laboratory?					
6.3	Does the satellite accumulation area store less than 55 gallons of all hazardous waste and less than one quart of P waste?					
6.4	Is the satellite accumulation area in the same laboratory where the waste is generated?					
6.5	Is the satellite accumulation area kept in good housekeeping condition?					
6.6	Are waste containers separated by hazard class to avoid incompatible storage?					
6.7	Are all the waste containers in good condition (e.g., not corroded or leaking, and properly sealed or closed)?					
6.8	Are all waste containers properly labeled as to their contents (correct chemicals names, readable labels, and percentages of individual components for mixtures)?					
6.9	Are secondary containers used when required?					
6.10	Is there at least one person in the laboratory who has attended the EHSO training for Hazardous Waste Generators?					
6.11	Is the satellite accumulation area identified by a posted sign?					
6.12	Are all hazardous waste containers closed except when waste is being added?					
6.13	When a waste container is attached to equipment generating waste, is the container closed when the equipment is not in use?					

ADDITIONAL INSPECTOR COMMENTS/ISSUES:

Once each identified problem has been corrected, fill out the "PI comments/Date corrected" column. The PI/Lab manager has 30 days upon receipt of this checklist to respond (e-mail back this form) with corrective action(s). A follow-up inspection may be conducted to ensure corrections were made.

By typing in my name I agree that it is equivalent to my handwritten signature.

I certify that the information submitted is, to the best of my knowledge, true and accurate.

Lab Manager/PI: _____
Print Name

Date: _____

*Revised 10/1/15