

ChE Department Safety Inspection Form

February 2021 rev 9 Final – for Lab occupant use

Lab PI:	Lab Room:
Lab Surveyor:	Assessment Date:

Training and Documentation	Yes	No	N/A
Hazard Communication Sign is up to date (NFPA rating, emergency phone #'s, etc.)			
A Hazard Review Checklist has been completed (See Checklist in Safety Manual)?			
Is an emergency notification form posted at/ near equipment that runs unattended?			

Personal Protective Clothing (PPE)	Yes	No	N/A
Are lab personnel are using appropriate PPE?			
Are lab personnel are using safety glasses or other appropriate eye wear?			
Are lab personnel are wearing closed-toe shoes, have confined long hair, not wearing loose articles (e.g., jewelry, neckties, lanyards)?			

Emergency / Spill Planning	Yes	No	N/A
Is a first aid kit readily available?			
Is a safety shower and eye wash accessible and unobstructed?			
Are eye wash stations tested, flushed, at least monthly?			
Are exits unobstructed?			
Is a fire extinguisher readily available, up to date, and unobstructed?			

General Safety / Housekeeping	Yes	No	N/A
No food/drink present, nobody was eating or drinking in lab?			
Is the Lab maintained secure; door locked when no one is in lab?			
Are aisles unobstructed and maintained at least 36 in. wide throughout?			
Are lab benches and work areas free of clutter?			
Are designated laboratory areas, including science refrigerators, freezers, and cold rooms, free from food and/or drink intended for human consumption?			
Are surplus supplies, equipment, containers stored appropriately (e.g., not on floor, desks)?			
Is storage clearance below ceiling appropriate (18" for sprinklered, 24" for non-sprinklered)			
Are refrigerators, freezers clearly labeled "Not for Storage of Food for Human Consumption"?			
Is lighting adequate (e.g., no burned- out lightbulbs)?			

Chemicals	Yes	No	N/A
Are chemicals in any container properly labeled, capped when not in use?			
Are chemicals properly segregated by hazard class (e.g., flammables away from oxidizers, acids separate from bases, incompatible acids separated)?			
Are chemical containers in good condition (i.e., are not cracked, no lids missing, etc.)?			
Are chemicals stored in a generally safe manner (not on the floor; secondary containment is used where appropriate, corrosives stored in appropriate cabinets)?			
Are flammable liquids stored in 5- gallon cans or smaller? (should be less than 5 gallons)			
Are chemicals, especially flammables, purchased in the smallest quantities needed?			
Are flammables liquids requiring refrigeration stored in either explosion proof or flammable resistant refrigerators and freezers (i.e., no regular refrigerators)?			
Are peroxide formers properly labeled? Expiration dates checked regularly?			

Compressed Gas	Yes	No	N/A
Are cylinders stored upright, always secured, and in good condition?			
Are proper regulators used for type gas, pressure bled when not in use?			
Are gas monitoring devices used in areas with increased likelihood of risk (e.g., asphyxiation, explosion, etc.)			

Ventilation/Hoods	Yes	No	N/A
Are chemical hoods free of clutter, clean, and not used for excessive storage?			
Are perchloric acid operations conducted in specialized wash down chemical hoods?			
Are biological safety cabinet(s) certified within the last 12 months. (Report to Biosafety if overdue.)			

Glassware	Yes	No	N/A
Is glassware in good condition (i.e., not chipped, broken, or scratched)?			
Is glassware stored in designated areas?			
Is glass waste placed in a cardboard box with a 'waste laboratory glassware' sticker?			

Electrical	Yes	No	N/A
Are electrical cords in good condition, out of travel paths, free of any breaks in insulation?			
Are power strips UL approved, and not 'daisy-chained'?			
Are electrical panels are kept unobstructed?			
Are extension cords for temporary use only, disconnected at the end of every working period?			

Ovens	Yes	No	N/A
Are direct- heated ovens only used to dry glassware (and not flammables)?			
Are ovens used to dry materials that off-gas noxious vapors in a hood?			

Equipment	Yes	No	N/A
Are all guards and shields in place and secured and safety signs posted?			
Is equipment in good repair with evidence of proper maintenance?			

Waste	Yes	No	N/A
Are EHS provided, or otherwise appropriate, waste containers used and kept capped when not being filled. (Parafilm is not appropriate for capping waste containers)			
Do waste containers have an approved EHS hazardous waste label and contents label (see page 43-46 in the Chem. Hygiene Plan)			
Is waste not excessively accumulated (e.g., less than ten 5-gal carboys)			
Are waste containers storing liquid hazardous waste stored within secondary containment. Secondary containment in good condition?			
Are sharps disposal boxes less than full?			
Is the non-hazardous waste trash can free of hazardous waste?			
Are chemicals disposed of prior to expiration dates?			

Additional Comments /Actions Taken or Planned (by when)

Supplemental- Lab Occupant Questionnaire

Training and Documentation	Yes	No	N/A
Have lab occupants received training on specific hazards/chemicals used in the laboratory?			
Do lab occupants know how to find Safety Data Sheets (SDS) and if applicable, chem. inventory?			

Emergency / Spill Planning	Yes	No	N/A
Are lab occupants familiar with the nearest fire exits, muster points*, fire alarm pull-stations? <i>(Muster point for the entire group of buildings along Engineering Way is T4-between Bryant and Rice Halls.)</i>			
Are lab personnel familiar with the use of the safety shower, eye wash, and fire extinguisher?			

General Safety / Housekeeping	Yes	No	N/A
Do lab occupants smoke, eat or drink in only designated laboratory areas?			
Do lab occupants lock the lab door when nobody is present?			
Do lab occupants wear appropriate PPE all the time?			

Chemicals	Yes	No	N/A
Do lab occupants use bottle carts when transporting hazardous chemicals between work areas?			
Do lab occupants purchase flammable liquids in 5- gallon cans or smaller?			
Do lab occupants maintain an inventory and incorporate additional safety practices for OSHA defined "Particularly Hazardous Substances" <i>(note 1)</i>			

¹The OSHA Lab Safety Standard specifically mandates that labs develop SOPs for handling "Particularly Hazardous Substances", which they define as Select Carcinogens, Reproductive Toxins and Acute Toxins. If you are unsure if a chemical fall into one of these categories, check the SDS, the UVA Chemical Hygiene Plan and/or contact Environmental Health & Safety.

Compressed Gas/Ovens	Yes	No	N/A
Do lab occupants store cylinders of toxic gases (e.g., NFPA health hazard 3 or 4 and 2) in continuously ventilated enclosures?			
Do lab occupants store flammables separately from oxidizers, toxics in secure area, etc.?			
Do lab occupants transport cylinders with regulators removed and caps secured, use appropriate dolly cylinder cart, and avoid riding in elevators with gas cylinders?			
Do lab occupants only use direct- heated ovens to dry glassware (and not flammables)?			
Do lab occupants dry materials in ovens that off-gas noxious vapors in a hood?			

Waste	Yes	No	N/A
Do lab occupants immediately discard sharps into sharps disposal boxes provided by EH&S?			
Do lab occupants decontaminate biological waste liquids (if applicable) prior to drain disposal?			
Do lab occupants discard biological waste solids as regulated medical waste and autoclave or disinfect as appropriate?			

Laser Safety	Yes	No	N/A
Have all Class 3B and 4 lasers and modifications been registered with the University's Laser Safety Officer (LSO)?			
Are Class 3B, 4 laser labs posted to indicate that laser safe eyewear, by wavelength and optical density (O.D.) available?			
Are laser- controlled areas posted and equipment labeled with approved signs and labels?			

Biological Safety	Yes	No	N/A
Are biological materials stored in secured rooms?			
Are biohazard signs posted in labs handling infectious materials? (BSL1 or BSL2)			
Are adequate surface Disinfectants (EPA approved- bleach, Cavicide) available for disinfecting surfaces and treating spills.			
Is biological waste always disposed appropriately in either a Contaminated Materials Container (CMC), or autoclaved following the IBC Autoclave policy.			