LABORATORY SAFETY AUDIT
Utah State University

DEPARTMENT: ________________________________ PRINCIPLE INVESTIGATOR: ______________________
BUILDING: ________________________________ SUPERVISOR/CONTACT: ______________________
ROOM(S): ________________________________ DATE: ______________________

KNOWN HAZARDS (mark all that apply): ☐ RADIOLOGICAL ☐ CHEMICAL ☐ BIOLOGICAL ☐ LASER ☐ OTHER

A. SAFETY PRACTICES

1. Work practices observed during the inspection were performed safely. ☐ ☐ ☐
2. Have employees/students received general Laboratory Safety Training from the EH&S office and training specific to the laboratory from department personnel. ☐ ☐ ☐
3. Safety training records available in lab. ☐ ☐ ☐

Comments __________________________________________________________________________________________
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B. EMERGENCY EQUIPMENT

1. Room emergency information cards posted. ☐ ☐ ☐
2. Phone available and emergency phone numbers posted near the phones. ☐ ☐ ☐
3. Room fire extinguishers appropriate, mounted, charged, unobstructed and checked annually. ☐ ☐ ☐
4. All lab employees/students are trained in the proper use of fire extinguishers. ☐ ☐ ☐
5. Spill control kits available. ☐ ☐ ☐
6. Appropriate first-aid kit available. ☐ ☐ ☐
7. Eyewash stations are in good condition. ☐ ☐ ☐
8. Safety shower available within 100 feet of lab using hazardous chemicals. ☐ ☐ ☐
9. Areas around eyewash and safety shower are unobstructed. ☐ ☐ ☐
10. Eyewash and safety shower are checked every three months. ☐ ☐ ☐
11. Emergency procedures and evacuation plans formulated, practiced and posted in the lab. ☐ ☐ ☐

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C. GENERAL SAFETY

1. Suitable personal protective equipment available, in good condition, properly used and stored. ☐ ☐ ☐
2. Appropriate eye protection, chemical goggles or safety glasses with side shields are used at all times by individuals in chemical storage and/or lab areas. ☐ ☐ ☐
3. Respiratory protection is being used in accordance with the OSHA Respiratory Protection Standard and the USU Respirator Management Program. Respirator users are trained and fit tests are current. ☐ ☐ ☐
4. Hand washing soap and towels available. ☐ ☐ ☐
5. Heavy objects and chemicals stored below five feet. ☐ ☐ ☐
6. Ladders and step stools appropriate and in good condition. ☐ ☐ ☐
7. Food, beverages, smoking and cosmetics are absent from working areas. ☐ ☐ ☐
8. Appropriate warning signs posted. ☐ ☐ ☐
9. Laboratory equipment moving parts guarded (e.g. fan belts, fan blades) ☐ ☐ ☐
10. Corridor doors (fire doors) are kept closed. ☐ ☐ ☐
11. All walking and working surfaces clean, uncluttered and in good condition. ☐ ☐ ☐
C. General Safety cont.

12. Aisles and pathways are wide enough and kept clear so as to provide unobstructed exit and evacuation
    (no less than 28 inches).
13. Exits are unobstructed and lighted or marked with a highly visible placard.
14. Operational fume hoods are provided in laboratories where noxious of toxic chemicals are handled,
    and do they have a certificate of inspection by EH&S dated within the past 12 months.
15. The fume hood working area is clean, unobstructed and not used as a permanent storage area.

Comments __________________________________________________________________
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D. CHEMICAL SAFETY

1. The Chemical Hygiene Plan including applicable Standard Operating Procedures is
    available to employees and is in compliance with OSHA Laboratory Standard (29 CFR 1910.1450).
2. The written Chemical Hygiene Plan has been approved by the Chemical Hygiene Committee.
3. The written Chemical Hygiene Plan has been reviewed and updated for the current year.
4. The Chemical Inventory is current and includes date of purchase.
5. The Chemical Inventory contains OSHA listed chemical carcinogens.
6. MSDS’s for each hazardous chemical are available.
7. All containers appropriately labeled.
8. All chemical containers securely closed when not in use.
9. Incompatible chemicals stored separately and all chemicals stored by hazard category.
10. Secondary containment is being used for liquid chemicals in storage cabinets.
11. Gas cylinders secured, away from heat sources and capped when not in use.
12. Flammables are stored in compliance with fire code guidelines.
13. Acids are stored in special corrosive resistant cabinets.
14. Strong bases are stored in separate corrosive resistant cabinets.
15. All oxidizing & reducing agents are stored far enough apart from each other to prevent accidental
    mixing, in an event such as an earth quake.
16. Water reactive substances are stored where they are isolated and will not get wet.
17. All peroxide forming chemicals and other chemicals with limited shelf lives are dated when opened
    and disposed of as hazardous waste within the shelf life period recommended by the manufacturer.
18. All poisonous chemicals are locked up in a secure cabinet.
19. Explosion rated refrigerators are used to store explosive chemicals.
20. Storage shelves have lip edges or other restraints to prevent containers from falling in the event
    of an earthquake.
21. Special containment procedures in place for equipment containing mercury (e.g. thermometers,
    manometers, pressure gauges, etc.). Use of mercury substitutes is encouraged.

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E. HAZARDOUS WASTE MANAGEMENT PRACTICES

1. Students/employees are aware of the requirements for hazardous and radioactive waste management
    as outlined in the Utah State University Hazardous Waste Handling Poster.
2. Lab personnel are familiar with EH&S waste collection procedures.
3. The USU Hazardous Waste Manifest form documenting the generator’s name, the date of accumulation
    the chemical, the concentration and the quantity of the waste being generated is properly filled out for each
    waste pick-up.
4. All hazardous wastes, as defined on the University’s waste handling poster, are being properly disposed of
    through the USU Environmental Health and Safety office.
E. HAZARDOUS WASTE MANAGEMENT PRACTICES cont.

5. All hazardous wastes are stored in sturdy containers according to compatibilities, inspected for leaks and kept closed except when waste is added or removed.

6. Waste containers are appropriately labeled (no abbreviations, formulas or shorthand).

Comments __________________________________________________________________
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F. ELECTRICAL SAFETY

1. Electrical equipment correctly grounded with three pronged plugs.

2. Electrical cords in safe condition (no cuts, cracks or taped repairs).

3. Extension cords absent.

4. Multi-plug power strips are UL approved and breakered.

5. No multi-plug power strips used in tandem.

6. Circuit breaker panels and emergency shutoffs unobstructed (30" clear space) and unlocked.

7. High wattage equipment (e.g. refrigerators, copies, etc.) plugged directly into wall outlets.

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ADDITIONAL OBSERVATIONS OR COMMENTS
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INSPECTED BY _____________________________________________________________ DATE ______________