

INSPECTION CHECKLIST

PI: _____ INSPECTION DATE: _____

LOCATIONS: _____ LAB CONTACT: _____

DOCUMENTS, TRAINING AND HAZARD COMMUNICATION	
All lab members have completed the Laboratory Site Specific Safety Training Checklist and is stored in the lab safety binder. (https://www.ehs.uci.edu/coordinators/getting-started-at-uci/pdf/new-lab-worker-site-specific-checklist.pdf). (SI78)	Compliant Not Compliant N/A
Chemical Hygiene Plan (CHP) Overview reviewed and signed by all lab workers and stored in lab safety binder. (SI44)	Compliant Not Compliant N/A
Chemical standard operating procedures (SOPs) are available, approved (signed) by PI, and signed by applicable lab workers. The SOP banded report in CiBR-Trac shows what SOPs are needed. Primary banded chemical and regulated carcinogen SOPs are available with procedures attached. Secondary SOPs do not require procedures and duplicates do not have to be printed (e.g. if have acute toxic chemicals, do not need toxic chemicals also). (SI58)	Compliant Not Compliant N/A
Current Lab Hazard Assessment Tool (LHAT) is certified, roster is up to date and all lab workers have reviewed/acknowledged the LHAT and completed PPE training. (SI100)	Compliant Not Compliant N/A
Designated areas need to be properly labeled when Particularly Hazardous Substances (PHS) are present. PHS includes select and regulated carcinogens, reproductive toxins, and acutely toxic. (SI81)	Compliant Not Compliant N/A
Lab areas, storage cabinets, equipment, and containers for hazardous materials are labeled with the appropriate hazard class labels. (SI45)	Compliant Not Compliant N/A
Lab members know how to access SDS online through chemical manufacturer or on EH&S website: https://ehs.uci.edu/sds/index.php	Compliant Not Compliant N/A
Lab workers know the evacuation assembly location, are trained on how to respond to an emergency, and are trained to report incidents, injuries, safety concerns, or near-misses. (SI14) (29CFR1910.38(A)(B))	Compliant Not Compliant N/A
Laboratory chemical inventory is up-to-date and has been reconciled in the last year (SI43)	Compliant Not Compliant N/A
Laboratory Safety Fundamentals (LSF) is current for all lab workers (go to "Profile" in the LHAT to check for LSF training for your lab). (SI1)	Compliant Not Compliant N/A
Refrigerators, microwaves, and freezers are properly labeled regarding the storage of hazardous materials or items for human consumption. (SI68)	Compliant Not Compliant

	N/A
Required signage is present and accurate. This includes PPE signage, Emergency Flipchart, door sign, Injuries and Medical Treatment as well as appropriate Hazcom signs/labels (GHS, BSL2, Biohazard, Radiation, Carcinogens, etc.) (SI2)	Compliant Not Compliant N/A
Safety Training Self-Assessment (STSA) and UC Learning Center trainings are current for all lab workers (go to "Profile" in the LHAT to check training status for your lab). (SI78)	Compliant Not Compliant N/A
Self-Inspection Checklist has been completed annually, at a minimum.	Compliant Not Compliant N/A
GENERAL AND PHYSICAL SAFETY	
Aisles, exit paths, and hallways are free of obstruction. (SI8) (SI17) (CFC 1028.9.1) (CFC 315)	Compliant Not Compliant N/A
Compressed gas cylinders are properly secured with double chains (1/3 from top and 1/3 from bottom) or stored in cages. (SI69)	Compliant Not Compliant N/A
Emergency equipment is present and easily accessible (safety shower, eyewash station, fire extinguisher, ventilation purge button, etc.). (SI22) (29 CFR 1910.38(a) CCR Title 8§5162-)	Compliant Not Compliant N/A
Gas cylinders not in use have regulators removed and valve protection caps in place. (SI70)	Compliant Not Compliant N/A
Heavy items are secured or stored at or below eye level. (SI4) (CFC 5003.2.8)	Compliant Not Compliant N/A
Safety shower and eyewash stations are inspected monthly (look for tag) and are available in areas where hazardous materials are handled. (SI50)	Compliant Not Compliant N/A
Sharp tools (needles, razor blades) are stored in a manner that minimize the risk of puncture and cut injuries. (SI38)	Compliant Not Compliant N/A
Tippable items with a height of more than 3 times the narrowest base dimension, or otherwise top heavy (e.g. Biological Safety Cabinet) need to be secured. Specify the equipment and location needing seismic bracing. (SI3)	Compliant Not Compliant N/A
HOUSEKEEPING	
All work surfaces (e.g., benchtops, counters, etc.) shall be impervious to the chemicals and materials used in the laboratory.	Compliant Not Compliant N/A
Cabinet doors can be closed and are in good condition. (SI5)	Compliant Not Compliant N/A
Ceiling tiles are in reasonable condition (not missing, substantially damaged or moldy). When submitting a Facilities Management Request (FMR), please add "Lab Safety Inspection" in the description. (SI12) (8 CCR, 3362 Part G)	Compliant Not Compliant N/A

Floor and walls are in good condition. (SI10)	Compliant Not Compliant N/A
Food, drinks, and application of cosmetics are not permitted in areas where hazardous materials are present. (SI67)	Compliant Not Compliant N/A
Lab furniture is not made of porous materials, are cleanable, and can be decontaminated. (SI11)	Compliant Not Compliant N/A
Work areas are not cluttered and work surfaces can be easily cleaned and decontaminated. When surfaces are covered with bench protectors or absorbent pads, replace them regularly or when contaminated. (SI9)	Compliant Not Compliant N/A
ELECTRICAL SAFETY	
A minimum clearance of 36 inches in front of any electric panels/breaker boxes is maintained. (SI30) (29 CFR 1910.303 (g))	Compliant Not Compliant N/A
All equipment is free of damaged cords, plugs, or other conditions that pose an electrical hazard (No broken, cracked, or frayed wires). (SI24)(CFR 1926.416(e)(1))	Compliant Not Compliant N/A
Electrical cords are secured and do not pose a tripping hazard. (SI30)	Compliant Not Compliant N/A
GFCI protection is installed on any electrical receptacle within 6 feet of a water source. (SI27) (NEC 210.8(B))	Compliant Not Compliant N/A
Mechanical equipment with belts, pulleys, sprockets, chains, shafting or other rotating parts are properly guarded. High voltage equipment is clearly labeled. (SI29) (29 CFR 1910.219(f)(3))	Compliant Not Compliant N/A
Wall electrical receptacles are in good working condition (Not broken or missing cover). When submitting a Facilities Management Request (FMR), please add "Lab Safety Inspection" in the description. (29 CFR 1910.303(h))	Compliant Not Compliant N/A
Wall receptacles and power strips are not overcrowded, extension cords and power strips are not multi-plugged or daisy-chained, and extension cords are not used as permanent wiring. (SI25) (CFR 1926.405)	Compliant Not Compliant N/A
FIRE SAFETY	
Fire doors and doors to hazardous areas self-close, latch properly, and are not propped open. (SI18) (CFC 703.2.3)	Compliant Not Compliant N/A
Fire extinguishers are available and accessible, fully charged, not tampered (pin and tamper ring are in place), and current on regular maintenance. (SI19) (CFR 1910.157(d)4)	Compliant Not Compliant N/A
Storage of combustible materials have a clearance of at least 18" from the ceiling with sprinklers or 24" without sprinklers. (SI7) (CFC 315.3.1)	Compliant Not Compliant N/A
BIOLOGICAL SAFETY	

Biological safety cabinets (BSC) for BSL2 experiments are certified annually. (SI37) (8CCR 5154.2)	Compliant Not Compliant N/A
CHEMICAL SAFETY	
A chemical spill kit is available and equipped with appropriate supplies. (SI55) (29 CFR 1910.151)	Compliant Not Compliant N/A
All chemicals are labeled properly and legibly with chemical full name and hazard class. (SI45)	Compliant Not Compliant N/A
All chemicals are stored properly when not in use (caps closed, chemicals not stored in fume hood, corrosives stored below eye level). (SI47)	Compliant Not Compliant N/A
Chemical containers are in good condition. (Not cracked, leaky, missing lid/cap, spilt content, etc.). (SI46) CCR Title 8 §5164© IDLH	Compliant Not Compliant N/A
Chemical containers are seismically secured and stored safely on shelves with lips or in a closed cabinet to prevent them from falling in the event of an earthquake or building vibrations. (SI84)	Compliant Not Compliant N/A
Chemicals are segregated appropriately based on hazard class. For example: acids from bases, flammables from oxidizers, organic acids from mineral acids, toxics from flammable, oxidizers and corrosives. (SI47)	Compliant Not Compliant N/A
Cryogenic liquids and solids are stored and handled in well ventilated areas. (LBSS7-SI103) (CFR 1910.104)	Compliant Not Compliant N/A
Flammable storage cabinets are self-closing with a 3-point latch system. (SI83)	Compliant Not Compliant N/A
Hydrofluoric acid users have up to date calcium gluconate available.	Compliant Not Compliant N/A
Less than 10 gallons of flammable chemicals are present outside of approved flammable cabinets. (SI82)	Compliant Not Compliant N/A
Peroxide formers properly labeled with the date of receipt and opening. Peroxide formers are disposed of within 1 year after opening date. Unopened containers should be tested for peroxide formation or discarded after 1 year. Common peroxide formers are ethyl ether, THF and 1,4 dioxane. If there are visible crystals in the chemical container, call EH&S immediately and do not handle. (SI49) CCR Title 24§5003 NFPA 13.3.2 IDLH	Compliant Not Compliant N/A
Refrigerators or freezers for flammable or pyrophoric chemicals are UL certified and approved for the storage of flammable materials. (SI80)	Compliant Not Compliant N/A
Secondary containment must be provided for corrosive chemicals, reactive chemicals, and particularly hazardous substances (PHS). All glass bottles on the floor must be stored in secondary containment. (SI88)	Compliant Not Compliant N/A
PERSONAL PROTECTIVE EQUIPMENT (PPE)	

Lab workers wear appropriate PPE and attire (closed-toe/heel shoes, long pants or equivalent) when entering the laboratory. (SI63)	Compliant Not Compliant N/A
Lab workers who wear respiratory protective equipment have been assessed and documented by EH&S. (SI66)	Compliant Not Compliant N/A
Reusable PPE is maintained, in good sanitary condition and stored properly. (SI64)	Compliant Not Compliant N/A
Appropriate lab coats, gloves, and eye or face protection are available for lab workers and in good condition. (SI62) (CCR3380)	Compliant Not Compliant N/A
Special PPE (e.g. autoclave gloves, cryogenic gloves, laser safety glasses, face shield, chemical resistant apron) are available as appropriate. (SI62)	Compliant Not Compliant N/A
CONTAINMENT EQUIPMENT	
Chemical fume hoods are operational and inspected annually. Yellow sticker on the side of the fume hood has last test date. (SI85)	Compliant Not Compliant N/A
Glove boxes are in good condition and do not show signs of deterioration. Glove boxes are free of waste and not cluttered. (SI87)	Compliant Not Compliant N/A
Proper sash height is indicated by the yellow sticker. The sash is opened within the approved working height when in use and closed when not in use. (SI57)	Compliant Not Compliant N/A
The chemical fume hood is used correctly with items placed at a minimum 6 inches into the hood from the plane of the sash, items are placed such that airflow is not disrupted or blocked, and the hood is not used for storage. (SI57) (SI86) CCR Title 8§5191-	Compliant Not Compliant N/A
Toxic gases are stored in an approved ventilated cabinet or fume hood with restraints in place. (SI71)	Compliant Not Compliant N/A
HAZARDOUS WASTE DISPOSAL	
Clean and contaminated sharps including broken glass, hypodermic needles, razor blades, etc. are appropriately disposed of the appropriate sharps or broken glass container. (SI138)	Compliant Not Compliant N/A
Hazardous chemical waste is stored in a secondary container with the primary container lid closed, properly labeled with the accumulation start date, and disposed of within six months. (SI59-60)	Compliant Not Compliant N/A
OTHER	
Other: Not documented above	Compliant Not Compliant N/A