

Appendix A

University of Northern Iowa Environmental Health and Safety Laboratory Safety Assessment Checklist

Department: _____ Building/Room: _____
 Date of Assessment: _____ Inspected by: _____
 Principal Investigator: _____ Contact : _____

SAFETY EQUIPMENT	Yes	No	N/A	Comments
Appropriate signage posted on hallway doors				
Fire extinguishers present & checked monthly				
First aid kit available & and fully stocked				
Fire blankets available and in good condition				
Eyewash available, unobstructed, and checked at least every 3 months				
Safety shower within 10 seconds distance of laboratory using hazardous chemicals, unobstructed and checked by EHS annually				
Safety Data Sheets readily available and updated regularly				
Readily available spill kit				
SAFETY PRACTICES				
Are observed work practices in accordance with the Laboratory Practices Specified by the OSHA Laboratory Standard.?				
Current Safety Training Records available				
Departmental inspections conducted regularly				
Laboratory is locked or access is restricted at all times				
LABORATORY SAFETY				
Laboratory and Studio Chemical Safety Plan readily available (Printed or Online)				
Safety Data Sheets for hazardous material readily available and updated regularly				
Chemical/Biological Inventories current and sent to EH&S Office annually				

Containers appropriately labeled with names spelled out (no formulas, abbreviations, or shorthand)				
Acids/corrosives/solvents stored in compatible trays				
Standard Operating Procedures (SOPs) developed for use of hazardous Chemical/Biological Material				
Chemicals with exposure limits less than 50 ppm used in hoods only				
Areas are clean, uncluttered and garbage is disposed of properly				
Broken glass is disposed of in glass disposal boxes				
No food, drink, tobacco or cosmetics in the lab				
Handwashing soap and towels available at the laboratory sink				
Moving parts on equipment is properly guarded				
CHEMICAL STORAGE				
Chemicals stored by reactive class (flammable, acids, bases, etc.)				
Incompatible chemicals physically separated				
Chemicals are appropriately labeled and labels in good condition				
Peroxide forming material bears a yellow Peroxide Warning label and properly dated				
Peroxide forming chemicals disposed of prior to expiration or tested for peroxide formation				
Storage areas labeled with hazard and NFPA labels				
Secondary containment is being used for liquid in storage cabinets				
Flammable liquids over 1 gallon in approved storage containers				
Flammable liquids totaling more than ten gallons are stored in flammable storage cabinets				
Appropriate shelving for liquid chemicals, specifically acids				
Annual Inventory of Hazardous Chemicals submitted to Environmental Health and Safety				
BIOLOGICAL SAFETY				
Sharps container available				
Laboratory work conforms to the requirements of the University Biosafety Manual				
Work surfaces decontaminated daily and after a spill of viable material				

Autoclave performance checks completed monthly by validation spore test				
Laboratory and furniture constructed to be easily cleaned and decontaminated				
Only animals or plants associated with current research in a BSL-2 laboratory				
Biological safety cabinets are used for processes generating aerosols & handling large quantities of infectious materials				
Access to Select Biological Agents is restricted				
The word 'sterile' is marked with a sharpie on red bags to indicate materials have been decontaminated				
GENERAL SAFETY				
Exits and aisles are unobstructed				
Ladders and step stools in good condition				
Fire doors kept closed except by alarm deactivating magnets				
Appropriate Safety Signs Posted				
EAP (Emergency Action Plan) Posted				
WASTE MANAGEMENT PRACTICES				
Laboratory personnel aware with University Waste Collection Procedures				
Personnel utilizing satellite accumulation sites have completed annual Satellite Accumulation Training for Laboratory Personnel				
Waste containers collected in a designated satellite accumulation area marked with proper EH&S signage				
Waste accumulation area at or near the point of generation				
Waste containers appropriately labeled (no abbreviations, formulas or shorthand)				
Waste containers are closed when not in use				
Appropriate secondary storage available for waste containers				
ELECTRICAL				
Extension cords properly used				
Power strips used only for computers and are of the nonmetal type				
Power strips are not being used in tandem				
Electrical cords are not frayed				

3 pronged plugs are not altered				
2 pronged adapters are not in use				
Outlets within 6' of water source are GFCI protected and working properly				
High wattage items plugged directly into wall outlet				
FUME HOODS				
Fume hoods are inspected annually				
Fume hoods are not being used for chemical or equipment storage				
Fume Hood monitor indicates fume hood velocity				
Fume Hood is in good repair, working properly, and well cared for				
PPE				
Wearing of proper eye protection (safety goggles/spectacles/safety shield)				
Wearing of proper protective gloves (chemical/heat resistant/cryogenic)				
No shorts/sandals or open toed shoes/tank tops or short t-shirts				
Respirator users fit tested and trained				
Proper disposable paper mask respirators in use/Users trained				
GAS CYLINDERS				
Cylinders are individually secured and capped when not in use				
Cylinders are stored away from potential heat sources				
REFRIGERATOR/FREEZERS				
No food or drink stored in Chemical/Biological refrigerator/freezers				
Flammable chemicals stored in approved flammable refrigerator				

Departmental inspections need to be specific to lab conditions and items listed in sample may need to be expanded to assure compliance.