

## Laboratory Safety Survey Checklist

This document is a self-survey checklist for laboratory personnel to complete periodically. Consult the ISU [Laboratory Safety Manual](#) for further information on the criteria listed below. If a criterion does not apply, check 'yes' or enter N/A in the 'Notes' column. Address and correct all items after surveys are completed. Documentation of these surveys must be kept on file for at least three years. Address questions and concerns to ISU Environmental Health and Safety: [ehsinfo@iastate.edu](mailto:ehsinfo@iastate.edu) or 294-5359.

Name of Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Location Surveyed: \_\_\_\_\_

### Documentation

Criteria	Notes	Yes	No	Date Corrected
<a href="#">Chemical/biological</a> materials inventory is current and on file with EH&S		<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Emergency action plan</a> is customized, updated, and posted on the inside of laboratory exit(s)		<input type="checkbox"/>	<input type="checkbox"/>	
All necessary signs/posters are present on the entry door and within the laboratory, including <a href="#">permits</a> , <a href="#">NFPA sign</a> , <a href="#">PPE requirements</a> , and other warnings/notifications		<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Contact information</a> is up to date and posted outside the laboratory entrance		<input type="checkbox"/>	<input type="checkbox"/>	
Current safety manuals are accessible to all lab personnel ( <a href="#">Lab safety manual</a> , etc)		<input type="checkbox"/>	<input type="checkbox"/>	
Current safety training records are available, including <a href="#">certificates</a> for <a href="#">EH&amp;S training</a>		<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Standard Operating Procedures</a> (including hazard assessment(s)) have been developed and updated for all hazardous materials, processes, and equipment.		<input type="checkbox"/>	<input type="checkbox"/>	
Training on all applicable SOPs is documented for all laboratory personnel		<input type="checkbox"/>	<input type="checkbox"/>	
Periodic laboratory <a href="#">safety surveys</a> are conducted by laboratory personnel		<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Hazard inventory</a> form (occupational medicine) has been completed by all laboratory employees		<input type="checkbox"/>	<input type="checkbox"/>	
There are policies in place to inform personnel about potential hazards in the room(s)		<input type="checkbox"/>	<input type="checkbox"/>	
Safety Data Sheets (SDS) are available for all hazardous chemical/biological materials present		<input type="checkbox"/>	<input type="checkbox"/>	

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## Fire & Life Safety

Criteria	Notes	Yes	No	Date Corrected
Room doors are not propped open		<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are charged and accessible		<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Electric</a> items are in good condition		<input type="checkbox"/>	<input type="checkbox"/>	
Extension cords are only used for less than three days		<input type="checkbox"/>	<input type="checkbox"/>	
Extension cords are not used for high-voltage or large equipment (oven, refrigerator, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	
Power strips are only used for sensitive equipment and office equipment		<input type="checkbox"/>	<input type="checkbox"/>	
Power strips/cords are not daisy-chained together		<input type="checkbox"/>	<input type="checkbox"/>	
Exits and aisles are unobstructed		<input type="checkbox"/>	<input type="checkbox"/>	
Laboratory is clean and uncluttered		<input type="checkbox"/>	<input type="checkbox"/>	
Emergency equipment is accessible (eyewash, safety shower, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	
Eyewash is flushed and documented by laboratory personnel every month		<input type="checkbox"/>	<input type="checkbox"/>	

## General Safety

Criteria	Notes	Yes	No	Date Corrected
Doors are locked when lab is unoccupied		<input type="checkbox"/>	<input type="checkbox"/>	
Work practices are performed safely and SOPs are followed		<input type="checkbox"/>	<input type="checkbox"/>	
Food, beverages, tobacco, and cosmetics are absent from the laboratory		<input type="checkbox"/>	<input type="checkbox"/>	
Sink, soap, and paper towels are available in the lab		<input type="checkbox"/>	<input type="checkbox"/>	
Spills are reported to the supervisor, and cleaned up quickly and appropriately		<input type="checkbox"/>	<input type="checkbox"/>	
PPE is available and in good shape		<input type="checkbox"/>	<input type="checkbox"/>	
PPE is worn in the laboratory		<input type="checkbox"/>	<input type="checkbox"/>	
Disposable PPE (such as gloves) is not reused		<input type="checkbox"/>	<input type="checkbox"/>	
PPE is removed before leaving the laboratory		<input type="checkbox"/>	<input type="checkbox"/>	
Hands are washed before leaving the laboratory		<input type="checkbox"/>	<input type="checkbox"/>	

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## Equipment

Criteria	Notes	Yes	No	Date Corrected
<a href="#">Spill control kit</a> is available and fully stocked. Appropriate neutralizer for acids/bases is available.		<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">First aid kit</a> is available and fully stocked		<input type="checkbox"/>	<input type="checkbox"/>	
Fume hoods and biosafety cabinets are certified annually and used appropriately		<input type="checkbox"/>	<input type="checkbox"/>	
Refrigerators are properly labeled (no food/drink, no volatile chemicals, etc.)		<input type="checkbox"/>	<input type="checkbox"/>	
Flammable & volatiles materials are not stored in non-approved refrigerators		<input type="checkbox"/>	<input type="checkbox"/>	

## Chemicals and Storage

Criteria	Notes	Yes	No	Date Corrected
Containers are properly labeled with names spelled out, and closed when not in use. If abbreviations are used, a list of these abbreviations must be posted in an easily viewed location in the laboratory		<input type="checkbox"/>	<input type="checkbox"/>	
Incompatible chemicals are separated, and all chemicals are <a href="#">stored by hazard compatibility</a> (not alphabetically)		<input type="checkbox"/>	<input type="checkbox"/>	
Flammable liquids are stored appropriately. If there are more than 10 gallons stored in the lab, the excess must be stored in a flammables cabinet		<input type="checkbox"/>	<input type="checkbox"/>	
Secondary containment is used for all hazardous liquids and mercury-containing equipment		<input type="checkbox"/>	<input type="checkbox"/>	
<a href="#">Peroxide formers</a> are labeled and tested appropriately. They are dated and disposed of by their expiration date		<input type="checkbox"/>	<input type="checkbox"/>	
Compressed <a href="#">gas cylinders</a> are secured, away from heat sources, and capped when not in use		<input type="checkbox"/>	<input type="checkbox"/>	

## Hazardous [Waste Accumulation](#) and Disposal

Criteria	Notes	Yes	No	Date Corrected
Hazardous <a href="#">waste</a> accumulation area is labelled with an orange SAA sign		<input type="checkbox"/>	<input type="checkbox"/>	
Waste containers are closed when waste is not actively being added		<input type="checkbox"/>	<input type="checkbox"/>	
Waste containers are labeled with an orange label. The label is completely filled out when waste accumulation begins.		<input type="checkbox"/>	<input type="checkbox"/>	
Full waste containers are <a href="#">picked up by EH&amp;S</a> at regular intervals or as-needed when they are full		<input type="checkbox"/>	<input type="checkbox"/>	
Sharps disposal containers are leak proof, puncture proof, and have a lid		<input type="checkbox"/>	<input type="checkbox"/>	