

Lab Safety Survey Checklist

Questions	Yes	No	N/A
Chemical Hygiene Plan			
Is the lab's LATCH created, reviewed, and updated annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the current LATCH hazard assessment accurately account for the hazards present?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the lab have an up-to-date roster?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the lab personnel signed the completed LATCH hazard assessment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Inventory			
Has the lab's chemical inventory been created, reviewed, updated within the last year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the inventory accurate as determined by an on-site audit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training			
Have all personnel completed Hazardous Waste Management and either Chemical Hygiene Plan or HAZCOM Training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is all LATCH activity triggered training completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DBPR & DEA			
Does the PI have a current FL Department of Business and Professional Regulations exemption letter if applicable (medical grade pharmaceuticals and gases, and/or controlled substances are present in the lab)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the PI have a current DEA Controlled Substances registration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Schedule I and II controlled substances, does the purchaser record on its copy of the DEA Form 222 the number of commercial or bulk containers furnished on each item and the dates on which the purchaser receives the containers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are controlled substances stored in a secure location?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have authorized users completed the Screening Questionnaire?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have all users signed the DEA Controlled Substances authorized user log?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the lab have a general use log for controlled substances in accordance with DEA requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the lab completing an initial inventory form and the biennial (every 2 years) inventory form for all controlled substances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the diluted solution usage log kept according to the requirements, if applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are outdated pharmaceutical products (including DEA) labeled as "Expired-Do not use" and stored properly while awaiting disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Laboratory Safety-Signs & Postings			
Are the notice board hazard warning labels and emergency call list up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Laboratory Safety- Housekeeping			
Are floors dry and free of slip, trip, or fall hazards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are refrigerators/freezers, microwaves and ice makers labeled appropriately and are the contents compliant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are laboratory entrance doors kept closed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the laboratory have good housekeeping (work surfaces and storage areas are uncluttered and orderly)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the laboratory have good housekeeping (work surfaces and storage areas are uncluttered and orderly)? Are all points of operation, rotating components, and other moving parts properly guarded to prevent injury?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Laboratory Safety- Personal Protective Equipment (PPE)			
Are lab personnel and students wearing full coverage, closed-toe shoes, and appropriate clothing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are protective gloves available, stored in a way that prevents damage or contamination, and are the gloves appropriate for the hazards found in the lab?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there no evidence of reusing disposable (single use) gloves?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is eye/face protection available, stored in a way that prevents damage or contamination, and used by lab staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is hazard specific PPE available (i.e., UV/IR glasses, face shields, lab coats, aprons, cryogenic or oven gloves, hearing protection) and stored in a way that prevents damage or contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are respirators required and in compliance with EH&S policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Equipment-First Aid Kits			
Are First aid kits available, properly stocked, adequate, and not expired in designated areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any hazard specific first aid materials required and available (e.g., Calcium Gluconate for Hydrofluoric Acid)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Equipment-Fume hoods			
Are fume hoods operational and inspected annually?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fume hoods in use uncluttered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are fume hoods used correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Safety Equipment-Eyewash & Emergency Shower			
Is the safety shower or eyewash station unobstructed, operational, and in good condition (including clean & capped)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the eyewash stations and safety showers tested on schedule?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Equipment-Fire Extinguisher			
Are fire extinguishers available, unobstructed, operational, and inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safety Equipment-Chemical Spill Kit			
Is an appropriate chemical spill kit available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Safety- General Labeling and Storage			
Are all containers appropriately and clearly labeled with their contents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all chemical containers in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chemical containers closed if not currently in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are corrosive, pyrophoric, toxic, flammable, sensitizers, or carcinogens stored below eye level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chemicals stored and segregated by chemical compatibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are appropriate secondary containers used for liquids stored on the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are chemicals that are old and no longer needed disposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is storage in cold rooms compliant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Safety- Flammable			
Are flammable and combustible liquids exceeding ten (10) gallons stored inside an approved flammable storage cabinet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are flammables stored in refrigerators and/or freezers that are appropriately designed and designated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are gasoline and diesel stored in approved safety cans?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Safety- Peroxide Forming Compounds			
Are proper dating, storage, use, and disposal procedures followed for peroxide forming compounds?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemical Safety- Perchloric acid			
Are proper dating, storage, use, and disposal procedures followed for perchloric acid?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Compressed Gas Cylinders			
Are cylinders stored in upright positions and secured properly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are incompatible compressed gas cylinders in storage segregated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all compressed gas cylinders have their contents and precautionary labeling clearly marked on their exteriors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all compressed gas cylinder valves closed and the cylinder cap in place when cylinders are not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are regulators, connections, and tubing in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are highly toxic gas cylinders stored in a ventilated gas cabinet or fume hood?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the quantity of propane gas tank less than two 1lb cylinders loose in the lab with another two 1lb cylinders in a flammable cabinet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Safety			
Are electrical circuit breaker panels accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all openings (on breaker panels, receptacle boxes, faceplates) in electrical enclosures and fittings appropriately plugged or covered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are electrical cords and plugs in good condition (not frayed or damaged, not missing the grounding plug, exposing internal conductors)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cords only used temporarily (not as permanent wiring)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are extension cords or power strips never daisy-chained to each other?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ground fault circuit interrupters installed near sinks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is equipment with high amperage (refrigerators, motors, heaters) plugged directly into a receptacle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire Safety			
Are means of egress free from obstruction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does storage provide adequate clearance from ceiling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are the ceiling tiles intact and in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Handling- Sharps			
Are broken glass and sharp (needles, razors blades, pipettes) items collected, handled, and disposed in an appropriate manner?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Handling- Hazardous Waste			
Are waste containers in good condition and compatible with their contents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are waste containers closed and properly labeled with a hazardous waste label?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are hazardous waste containers and contents segregated by compatibility?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>