**Laboratory Template Guide**

The template criteria provided below is a sample list of audit or inspection criteria that is potentially related to the operations at your organization. You may review the samples below and use them as jumping off points for creating custom audit or inspection templates in the SafetySkills Empower system. They may be used in their entirety without change or edited and expanded to suit the specific needs of your organization. Use of these criteria is entirely optional and to be used at your discretion.

**Chemical Safety Documentation and Training**

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| Is a Chemical Hygiene Plan available and communicated to all employees? |
| Are Safety Data Sheets (SDS) current and always maintained in a readily accessible location? |
| Are chemical risk assessments completed and available for review? |
| Is a copy of the Hazardous Material Spill Plan/Chemical Emergency Response Plan available and communicated to employees? |
| Are hazardous chemical quarterly inventories current and available for review? |
| Are laboratory-specific safety procedures available for handling highly hazardous chemicals? |
| Are employees trained on SDSs, risk assessments, correct use of PPE, and other safety procedures? |
| Are Emergency phone numbers clearly posted? |
| Are employees trained on handling specific chemicals relevant to job type or position? |

General Safety Procedures and Considerations

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| Are approved areas (non-lab) provided for the consumption and storage of food, drink, and medications? |
| Is storage of food or drink prohibited in refrigerators, unless outside the lab area and clearly labeled and dedicated for such use? |
| Are the application contact lenses and make-up prohibited in the lab area? |
| Are work surfaces kept clean and uncluttered, and properly cleaned when dirtied or contaminated? |
| Shelves and cabinets in good condition? Shelves and cabinets secured to walls? |
| Are aisles maintained at least 36” wide throughout? |
| Are fire extinguishers readily available, easy to access and routinely inspected?  |
| Is mouth pipetting strictly prohibited? |
| Is there a sink for handwashing with soap and paper towels? |
| Are hands washed at the end of experiments, when gloves are removed, and prior to leaving the lab? |
| Is the lab is maintained secure; door is locked when no one is in lab? |
| Are appropriate warning signs posted near lab entrance? |
| Are equipment safety signs posted and in good condition? |
| Are all guards and shields in place and secured? |
| Are safe work practices (long hair tied back, no loose clothing, etc.) being adhered to by all equipment users? |
| Is equipment in good repair with evidence of proper maintenance? |
| Are electrical cords in good condition, out of travel paths, and free of any cracks or breaks in insulation? |
| Is LOTO or other tagging system in place to prevent use of damaged equipment? |

**Spill and Emergency Planning**

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| Are employees able to describe how to detect the presence or release of hazardous materials? |
| Are employees familiar with the fire safety and building evacuation procedures including evacuation routes, nearest fire exits, fire alarm pull stations, and fire extinguishers? |
| Are emergency procedures and phone numbers clearly posted? |
| Are first aid materials/kits readily available and stocked with sufficient and purposeful supplies?  |
| Are any "antidotes" or special first aid materials required and available (e.g., Hydrofluoric Acid = Calcium Gluconate)? |
| Are spill cleanup materials available and laboratory staff familiar with their use? |
| Are spill kit materials disposed of, then replaced promptly once used? |
| Are safety shower and eye wash accessible within 10 seconds and unobstructed (e.g., no closed doors)? |
| Are safety shower tested and documented within past year? |
| Are eye wash tested, flushed, & documented at least monthly? |
| Are caps in place on the eye wash jets? |
| Are personnel trained on decontamination and disinfection procedures relating to chemical, biological, radiological contamination, as applicable? |
| Are fire alarm pull stations, strobes, speakers, and fire extinguishers unobstructed and visible? |
| Are exits clearly marked and unobstructed? |
| Are personnel trained in response to spills or leaks of any radiological materials, if appropriate? |

**Chemical Safety / Hazard Labeling**

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| Are appropriate labels and markings (OSHA/DOT) affixed on all hazardous chemical containers? |
| Are containers in good condition and fit-for-purpose? |
| Are all chemical containers capped and sealed except when actively transferring materials (no open funnels left in place)?  |
| Are containers properly segregated by hazard class (e.g., flammables away from oxidizers, acids separate from bases, incompatible acids separated)? |
| Are flammable liquids stored in OSHA/NFPA approved cabinets and safety containers? |
| Are flammables liquids requiring refrigeration stored in either explosion proof or flammable resistant refrigerators and freezers (i.e., no regular refrigerators)? |
| Are ignition sources avoided when using/storing flammables? |
| Are corrosives stored separately and are acids and alkalis secondarily separated? |
| Are peroxide formers properly labeled as "Peroxide forming", inventory tracked, and stored according to label and SDS instructions? |
| Is the storage of chemicals above eye level avoided? |
| Are large containers stored near the floor? |
| Are bottle carriers or wheeled trolleys used when transporting hazardous chemicals between work areas? |
| Are proper signs delineating designated areas where high hazard chemicals are used? |
| Is designated area properly cleaned and decontaminated? |
| If aspiration flasks are located on the floor, are they in secondary containers? Are large chemicals bottles stored on the floor in a safe and secure manner? |

**PPE and Laboratory Clothing**

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| Are clothing, hair, and accessory (jewelry, loose item etc.) rules adhered to by all laboratory personnel? |
| Do employees wear shoes that fully cover feet? |
| Is safety footwear with steel toecaps provided for employees responsible for movement of gas cylinders and other heavy equipment? |
| Are lab coats always worn by personnel when active in the laboratory? |
| Does each lab employee have spare lab coats and a place to hang all coats before accessing office, restroom, dining facilities? |
| Are lab personnel familiar with the decontamination procedures for lab coats that are chemically or biologically contaminated? |
| Are disposable gloves readily available in both quantity and material type suited to chemical exposures (latex, nitrile etc.)?  |
| Are non-disposable rubber gloves available e.g. for acid handling and other corrosive chemicals? |
| Are utility gloves available for physical (non-chemical) tasks that may be performed? |
| Are safety glasses, with side shields, or goggles, worn routinely when handling chemicals? |
| Are face shields available for use when handling fuming, or otherwise volatile/reactive chemicals? |
| Are shoe covers or booties available if needed? |
| Are ear plugs or ear muffs available, if needed? |
| Is flame retardant PPE available as needed (if working with air and water reactive, and/or peroxides)? |
| Is all PPE removed before leaving laboratory areas?  |
| Are respirators/facemasks are required? - *see Respiratory Protection Program checklist* |

**Chemical / Fume Hood**

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| Chemical/fume hood available and in good working order? |
| Is hood area free of clutter and debris, including equipment not in use? |
| Has the chemical/fume hood been inspected within last 12 months and capable of drawing at least 100 LFPM (or more if appropriate)? |
| Is the correct sash height used in line with specific chemical procedures (if stated)? |
| Is the chemical/fume hood always used when handling volatile chemicals or chemicals with highly toxic/corrosive vapors? |

**Controlled Substances**

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| Are any controlled substances properly registered and licensed as per State requirements? |
| Is use of controlled substances limited to assigned Authorized Users? |
| Is a list of Authorized users available for review an audit? |
| Has each AU completed screening and any signature statements? |
| Are controlled substances stored securely? |
| Is each use of controlled substances tracked and accounted for accurately (log form)? |
| Are controlled substances inventoried regularly? |
| Are all records kept available for external authority review for at least two years? |
| Are procedures in place, and understood, as to how to report lost, stolen, or missing controlled substances? |
| Are expired controlled substances correctly disposed of, in conjunction with a completed DEA Form 41 (Registrant Record of Controlled Substances Destroyed)? |

**For Additional Inspection Items, See Following Checklists:**

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| *Compressed gases* |
| *Fire Protection* |
| *Hazardous Waste Accumulation* |
| *Infection & Biological Control Checklist* |
| *Respiratory Protection Program* |
| *Sprinklers* |