

APPENDIX A – FORMS

Indiana University
University Environmental, Health, and Safety
LABORATORY SAFETY AUDIT CHECKLIST

Department: _____

Building/Room No.: _____

Principal Investigator: _____

Lab Safety Officer: _____

Audited by: _____

Date Surveyed: _____

The Administration of Indiana University supports a safe research community that is expected to comply with applicable federal, state and local regulatory requirements. To ensure compliance with these regulations, University Environmental Health and Safety conducts regular Laboratory Safety Audits designed to identify potential OSHA or EPA violations.

General Laboratory Safety		Yes	No	Comments/Corrections
1.	Emergency information and proper warning signs are posted.			
2.	Safety training has been completed by all lab personnel.			
3.	The Laboratory Safety and Chemical Hygiene Plan is available to all personnel in the laboratory in paper or electronic format.			
4.	Safety Data Sheet information is available to all personnel in the lab.			
5.	Up-to-date Spill Response Guide and stocked spill kit are present in a visible location.			
6.	First Aid Kit is stocked, available, and visible.			
7.	Personal Protective Equipment (PPE) is available and worn at time of inspection.			
8.	Food or drinks are stored and consumed in separate designated areas outside of the lab.			
9.	Ice machines are labeled "Not for human consumption."			
10.	Microwaves in labs are labeled "For lab use only" and those outside labs in food consumption areas are labeled "For human food only."			
11.	Food items used in labs are properly labeled "For lab use only."			
12.	Good housekeeping is practiced throughout the lab.			
13.	Exits and aisles are clear and unobstructed.			
14.	Fire doors and lab doors are not obstructed or wedged open.			
15.	Fire extinguishers are present (within 75 ft.), secure, unobstructed, and up-to-date.			
16.	Combustibles are not stored too close to ceilings and fire sprinklers (18 inches if sprinklered and 24 inches if un-sprinklered).			
17.	Approved eyewash and shower are available and unobstructed.			
18.	Eyewash and shower have been inspected and are working properly.			
19.	Fume hood has been inspected and is working properly.			
20.	Fume hood is not being used for excess storage of chemicals or equipment.			
21.	Machine guarding is on all belts, pulleys, and mechanical devices.			
22.	Electrical cords are not frayed.			
23.	Electrical outlets are not overloaded, piggybacked or cascaded.			
24.	Outlets, cords and extension cords are grounded.			
25.	Bench tops are not cluttered with materials and chemicals.			
26.	Glass apparatus is assembled properly with all water/liquid hose line connections clamped.			

Chemical Labeling, Handling, and Storage		Yes	No	Comments/Corrections
27.	All containers, primary and secondary (wash bottles, carboys, etc.) are labeled correctly.			
28.	All chemical storage areas such as refrigerators and cabinets are labeled with hazard warnings.			
29.	All chemical containers are kept closed.			
30.	Chemicals are not stacked or stored on their sides			
31.	All chemical containers and lids are in good condition.			
32.	All container labels are in good condition and legible.			
33.	Chemicals are segregated by hazard class and chemical compatibility.			
34.	Chemicals are not stored on the floor.			
35.	No chemicals are stored near desks or electrical equipment.			
36.	Flammable liquids are in an approved cabinet (if >10 gal. in lab)			
37.	Refrigerated flammables are stored in a properly labeled fireproof refrigerator.			
38.	All chemical storage freezers are defrosted.			
39.	No chemicals stored near sinks and drains or close to eyewashes and emergency showers.			
40.	Hazardous or corrosive liquids are not stored above eye level.			
41.	Explosive and temperature sensitive chemicals are stored properly.			
42.	Reactive and time-sensitive chemicals are stored properly, dated, and are not expired.			
43.	Controlled substances are secure and inventoried.			
44.	Perchloric acid digestions are being performed in a perchloric acid fume hood or other non-fuming device.			
45.	Gas cylinders are secured and stored properly.			
46.	Cryogenics and open chemical containers are not stored in cold rooms.			
Waste and Hazardous Waste		Yes	No	Comments/Corrections
47.	Sharps and/or broken glass are stored and/or disposed of properly.			
48.	All waste containers are labeled properly (i.e. non-hazardous vs. hazardous waste).			
49.	All chemical waste containers are kept closed.			
50.	Full waste containers are being delivered to IUEHS or picked up.			
51.	All liquid waste is being disposed of properly (no drain or evaporation).			
52.	No excessive storage of combustibles (boxes, paper, plastic) in the lab or fume hood.			