
Instructions: Use this form to organize and inspect your laboratory according to the standards outlined in the UCR Chemical Hygiene Plan, Cal OSHA Title 8, and other state and federal agencies.
CAI - *Corrective action completed at time of inspection*

Lab or Group Name:

Lab Room Number:

What are the names of the lab group members under your supervision? Enter "LHAT" if the lab group has completed the Laboratory Hazard Assessment Tool (LHAT).

Department:

Building Name:

Auditor Name:

Auditor Title:

2nd Auditor Name:

2nd Auditor Title:

E-mail (where audit report will be sent):

Audit Date:

INSPECTION ITEMS

Chemical Storage and Containment

1. Are hazardous liquid chemicals stored in secondary spill containers?

YES NO N/A CAI

COMMENTS

2. Are hazardous chemicals stored at or below eye level (approx. <60")?

YES NO N/A CAI

COMMENTS

3. Are flammable liquids in excess of 10 gallons being stored in an approved flammable storage cabinet?

YES NO N/A CAI

COMMENTS

4. Does the condition of the approved flammable storage cabinets in the laboratory match the following criteria?

YES NO N/A CAI

Check for the following:

Maintained and in good condition

Self-close and auto-latch

Labeled - "Flammable"

Stored quantity <60 gallons

COMMENTS

5. Are flammable dispensing containers (5-gallon drum) bonded and grounded?

YES NO N/A CAI

COMMENTS

6. Does the laboratory have a chemical spill kit in place in the event of an accidental hazardous chemical release?

YES NO N/A CAI

Check for the following:

Researchers know the location of and how to use the chemical spill kit

COMMENTS

7. Are incompatible chemicals [stored separately](#)?

YES NO N/A CAI

Check for the following:

Flammables separate from oxidizers

Acids separate from bases

COMMENTS

8. [Hydrofluoric acid](#) (HF) safety observed in the laboratory?

YES NO N/A CAI

Check for the following:

Stored properly (no glass)

Calcium gluconate available for first aid

COMMENTS

9. Pyrophoric chemical safety observed in the laboratory?

YES NO N/A CAI

Check for the following:

Written PI-approved standard operating procedures (SOP) available

Handled and stored in accordance with the SOP

COMMENTS

10. Are time-sensitive chemicals (e.g. [peroxide formers](#)) properly managed?

YES NO N/A CAI

Check for the following:

Container labeled with the date of receipt

Container labeled with the date first opened

COMMENTS

11. Are chemicals transferred from the original [labeled container](#) into another storage container (e.g. beaker, flask, or bottle) labeled with the minimum two key pieces of information?

YES NO N/A CAI

Check for the following

Chemical name

Chemical hazard

COMMENTS

12. Have steps been taken to ensure compressed gas cylinder safety in the laboratory?

YES NO N/A CAI

Check for the following:

Toxic gases stored properly

Cylinders stored upright

Secured from falling

Stored away from incompatibles and any area that may subject cylinders to damage

Equipped with protective valve caps when not in use

COMMENTS

13. Are [controlled substances](#) in your laboratory secured in a locked location?

YES NO N/A CAI

Check for the following:

Stored together with use log binders

Controlled substances use authorization (CSUA) is valid

COMMENTS

14. Is the [chemical inventory](#) complete and updated quarterly?

YES NO N/A CAI

COMMENTS

INSPECTION ITEMS

Hazardous Waste

15. Are containers storing hazardous waste labeled with the [WASTE](#) generated hazardous waste label?

YES NO N/A CAI

COMMENTS

16. Are containers storing hazardous waste properly managed?

YES NO N/A CAI

Check for the following:

Compatible with the waste material

In good condition

Kept securely closed when not in use

Segregated according to waste class

COMMENTS

17. Has accumulated hazardous waste in the laboratory been disposed of according to the date listed on the WASTE-generated label (disposed within 180 days)?

YES NO N/A CAI

COMMENTS

18. Is a receptacle available and used specifically for broken glass waste?

YES NO N/A CAI

COMMENTS

19. Are red (biohazard labeled) containers available and used for sharps waste?

YES NO N/A CAI

COMMENTS

20. Are biohazard and medical wastes contained using red (biohazard labeled) bags managed and disposed as required?

YES NO N/A CAI

Check for the following:

Red biohazard bag labeled with building and room number

Red biohazard bag labeled with indicator or autoclave tape (if applicable)

COMMENTS

INSPECTION ITEMS

General Safety

21. Is food and drink forbidden in areas where hazardous materials are present?

YES NO N/A CAI

COMMENTS

22. Is a sink available in the laboratory for hand-washing?

YES NO N/A CAI

COMMENTS

23. Are work areas in the laboratory clean and orderly?

YES NO N/A CAI

Check for the following:

Spilled materials or liquids cleaned up immediately

Bench top chemical/equipment storage minimized

Floors free of hazards

Bench tops free of visible contamination

COMMENTS

24. Has information about relevant hazards and related emergency procedures been given to laboratory personnel working alone?

YES NO N/A CAI

Check for the following:

Training documented

COMMENTS

25. Is appropriate personal protective equipment (PPE) provided and used to protect against exposure?

YES NO N/A CAI

COMMENTS

INSPECTION ITEMS

Administrative Controls

26. Dust mask (e.g. N95) or cartridge respirator safety observed in the laboratory?

YES NO N/A CAI

Use of respirators must be [approved](#).

Check for the following:

Approved

Maintained properly

Stored properly

COMMENTS

27. Is a [safety placard](#) posted at the entrance of the laboratory updates with responsible party and hazard information?

YES NO N/A CAI

COMMENTS

28. Are equipment [hazard warning signs](#) posted? (e.g. high voltage, laser)

YES NO N/A CAI

COMMENTS

29. Are refrigerators/freezers labeled with food and drink storage specifications?

YES NO N/A CAI

COMMENTS

30. Is the "Injuries & Medical Treatment" flipchart posted in a common area?

YES NO N/A CAI

COMMENTS

31. Are hazard warning signs posted where hazardous materials are stored?

YES NO N/A CAI

COMMENTS

32. Are cancer hazard warning signs posted where [Cal/OSHA regulated and select carcinogens](#) are stored and/or used?

YES NO N/A CAI

COMMENTS

33. Is there a copy of the current department [Chemical Hygiene Plan \(CHP\)](#) readily accessible and available in the laboratory?

YES NO N/A CAI

COMMENTS

34. Are written [Standard Operating Procedures \(SOPs\)](#) available describing the appropriate precautions and procedures that will be followed to protect laboratory personnel from the chemical/physical hazards?

YES NO N/A CAI

COMMENTS

35. Are [safety data sheets \(SDS\)](#) [formerly MSDS] maintained in a readily accessible location (hard copy or book marked online)

YES NO N/A CAI

COMMENTS

INSPECTION ITEMS

Engineering Controls

36. Are [chemical fume hoods](#) in the laboratory being used and operating correctly?

YES NO N/A CAI

Check for the following:

Air flow monitor operating correctly and not in alarm

Sash lowered or closed when not in use

Alarm not disabled by having an object wedged around the button to prevent sounding

Excessive storage of chemicals inside the fume hood avoided

Materials inside the hood at least 6" from the sash opening

Large equipment elevated at least 2" off the base of the hood interior

Rear baffle unobstructed

COMMENTS

37. Have laboratory personnel been trained on how to [properly use the chemical fume hood](#)?

YES NO N/A CAI

Check for the following:

Training documented

COMMENTS

38. Are the [biological safety cabinets](#) in the laboratory being used and operating correctly?

YES NO N/A CAI

Check for the following:

Certified annually

COMMENTS

39. Is there adequate [guarding around equipment](#) pinch points and moving belts?

YES NO N/A CAI

COMMENTS

40. Is mobile step ladder safety observed in your laboratory?

YES NO N/A CAI

Check for the following:

Handrails (≥ 4 steps & minimum 30", guardrail ≥ 30 ")

COMMENTS

41. Are UV radiation sources protected to prevent exposure?

YES NO N/A CAI

COMMENTS

INSPECTION ITEMS

Emergency Preparedness

42. Is access to [eye wash facilities and quick drench shower](#) within 10 seconds from the hazard?

YES NO N/A CAI

Check for the following:

- Unobstructed
- Tested (activated) monthly
- Signs posted to location

COMMENTS

43. Are [approved first aid supplies](#) readily available?

YES NO N/A CAI

Check for the following:

- Contents in usable, sanitary condition

COMMENTS

44. Are aisles clear and unobstructed and doorways able to be used as an exit?

YES NO N/A CAI

COMMENTS

45. Are materials stored overhead no closer than 18" from the sprinkler head, 24" without sprinklers?

YES NO N/A CAI

Check for the following:

Overhead storage minimized

COMMENTS

46. Is a [mounted fire extinguisher](#) available within 50' of the work area?

YES NO N/A CAI

Check for the following:

Unit inspected monthly

Visible and readily accessible

Pin and tamper seal are intact

In good condition and fully charged

COMMENTS

47. Have laboratory workers taken [fire extinguisher training](#)?

YES NO N/A CAI

COMMENTS

48. Are fire alarm bells/horns/strobes unobstructed?

YES NO N/A CAI

COMMENTS

49. Have steps been taken toward ensuring [earthquake safety](#) in the laboratory?

YES NO N/A CAI

Check for the following:

Furnishings and equipment over 42" in height secured from falling

Chemical storage shelves equipped with anti-roll lips or other restraining device to prevent falling

All hazardous and /or valuable equipment anchored

COMMENTS

50. Are electrical panels, outlets and junction boxes covered and accessible?

YES NO N/A CAI

Check for the following:

36" clearance in front of panels and service disconnects

Electrical breaker panels have covers

Faceplates intact and in good condition

COMMENTS

51. Have steps been taken toward ensuring [electrical safety](#) in the laboratory?

YES

NO

N/A

CAI

Check for the following:

Extension cords used on a temporary basis (<8hr), not a substitute for permanent wiring

No evidence of daisy chaining

Fused power strips in use when more than two pieces of low demand equipment are plugged in

Frayed or worn electrical cords removed from service

COMMENTS