University of Kansas

Department of Environment, Health & Safety
Laboratory Safety Program

Laboratory Safety Evaluation

Auditor:		Date:	
Building:		Room:	
Department:			
Laboratory Supervisor:		Phone:	
Primary Contact:		Phone:	
Alternate Contact:		Phone:	
Principal Investigator:		Phone:	

Lab Hazards: __ Radiation __ Biohazards __ Chemicals __ Physical __ Lasers

Lab Category: __ Research __ Teaching __ Support

This checklist represents an evaluation of general safety and chemical hygiene/safety within the lab based on the KU Laboratory Safety Manual. Policies and procedures reflected in this checklist may be more stringent than minimum standards defined in regulatory compliance documentation.

Submit completed form for review:

Department of Environment, Health & Safety
Kurata Building

LAB SAFETY EVALUATION (Part I)

Personal Protective Equipment	Y	N	n/a
1. PPE available, in proper working condition, and used in accordance with safety policies.			
2. Approved Protective Eyewear worn in accordance with Kansas Statute 72-5207.			

Lab Practices			
3. Emergency Contact list posted at entrance to lab.			
4. No food or drink in lab.			
5. Aisles, Exits, and Work areas free from obstructions, clutter, and excess materials.			
6. Lab door is kept closed for fire safety and proper ventilation balancing.			
7. Power cords in good condition. (Power strips, extensions, flammable use areas, cord size, etc.)			
8. Motor/Drive belts are covered on all equipment.			
9. Sharps, needles, broken glass, either sheathed or placed in approved waste containers.			
10. Fume hoods and vented enclosures or devices are used properly.			

For more information, please visit the EHS website (www.ehs.ku.edu) or call 785-864-4089.

LAB SAFETY EVALUATION (Part II)

Manuals and Training Records

	Y	N	n/a
11. Safety Training conducted and documents on file.			
12. Safety Manuals and Operating Procedures available in Lab.			
13. Safety Data Sheets available.			
14. Laboratory Hazard Identification form on file with EHS.			

Safety Equipment

15. Fire extinguishers in designated location, accessible, and inspected annually.			
16. Approved eye wash available and accessible with documented flushing.			
17. Safety Shower available and accessible with documented annual testing.			
18. Chemical spill kit present.			
19. First Aid kit present.			
20. Chemical Fume Hood air flow not impeded and sash closed when away from hood.			

LAB SAFETY EVALUATION (Part III)

Chemical Use and Storage

	Y	N	n/a
21. Chemical container lids, caps, openings, etc. are closed.			
22. Hazardous materials separated by hazard class and stored in proper cabinets.			
23. Lab refrigerators, freezers, microwaves labeled "Not for Food & Flammable Liquids".			
24. Current Chemical Inventory List is readily available.			
25. High pressure gas cylinders are capped, secured and transported safely.			
26. All chemicals and samples are labeled correctly and completely.			
27. No flammable liquids stored in "regular" refrigerators.			
28. Chemical containers are not aged or in poor condition, or must be properly disposed through KU EHS.			
29. Shelves storing chemicals have secondary containment or 1" leak-proof tips.			

ENVIRONMENTAL PROTECTION (Part IV)

Chemical Waste

30. Waste containers are compatible with their contents and in good condition.			
31. Waste containers are at or near the point of generation.			
32. Waste containers are under control of the operator of the process.			
33. Waste transfer containers marked, "Hazardous Waste, Transfer Container, Empty Daily".			
34. EHS Hazardous Material label must be completed and attached to waste collection container before adding waste.			
35. Waste containers are dated when they become full or a second container is started.			
36. Only one partially full waste container per type of waste present at each point of generation.			
37. EHS is notified that pickup is needed the day each waste container becomes full.			
38. Waste containers are kept closed except when adding material.			
39. Waste containers attached to equipment (i.e. HPLC) have gaskets or other means of preventing leaks if tipped over.			