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 Chemical	s Physical Las	sers
Lab Category: Research	TeachingSupport		

This checklist represents an evaluation of general safety and chemical hygiene/safety within the lab based on the <u>KU Laboratory Safety Manual</u>. 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

- 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

- 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

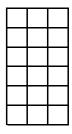
- 21. Chemical container lids, caps, openings, etc. are closed.
- 22. Hazardous materials separated by hazard class and stored in proper cabinets.
- 23. Lab refrigerators, freezers, microwaves labeled "Not for Food & Flammable Liquids".
- 24. Current Chemical Inventory List is readily available.
- 25. 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.

<u>Y</u>	N	<u>n/a</u>



<u>Y</u>	<u>N</u>	<u>n/a</u>