

LABORATORY INSPECTED:

INSPECTOR(S) NAMES:

DATE:

	A. DOCUMENTS & TRAINING	Y	N	N/A	Room #	Notes
A1	Lab safety manual accessible to all laboratory personnel and staff know where it is located*					
A2	Employee injury forms available • Incident Report & Referral for Medical Treatment (313323- rev 5/2014) • Workers' Compensation Claim Form DWC 1 (rev 1/2016)					
A3	Initial Safety training given* • Department Orientation form					
A4	Annual Safety training given* • Annual education guide • Fire Safety Training • Chemical Safety Training for revisions to Laboratory Safety Manual given* _____					
A5	Biohazard Material Shipment Training (required every 2 years if person packages diagnostic or infectious material for shipment) Location of training records:					
A6	Annual safety inspection documented* Location of inspection records:					
B. HAZARD COMMUNICATION						
B1	SDS available*					
B2	SDS location known to employees ^c					
B3	Containers labeled with contents (full name, no conflicting labels)					
B4	Secondary chemical containers properly labeled. (contents, physical and health hazards, date of transfer/prep)					
B5	Containers labeled with hazard warning					
B6	Current chemical inventory accessible* Location of chemical inventory:					
C. EMERGENCY & SAFETY INFORMATION						
C1	Emergency assistance information posted in lab ^c					
C2	Disaster and Emergency Response Manual (DERM) available					
C3	DERM contains Department Disaster Plan					
C4	Department Disaster Plan has been annually reviewed					
C5	NFPA fire diamond posted					
C6	Emergency contacts listed on NFPA fire diamond					
C7	Precautionary labels present on all hazardous chemicals containers (flammable liquids Classes I, II & IIIA; corrosives; irritants; asphyxiants; potential carcinogens; etc.), indicating hazard type and what to do in case of accidental contact.					
C8	Evacuation routes posted in laboratory					
C9	Emergency lighting present and tested monthly					
D. FIRE SAFETY						
D1	Flammable storage cabinet present/ used to store flammables. Doors are self closing.					
D2	Storage clearance from ceiling: 18" with sprinklers, 24" without sprinklers					
D3	Fire extinguisher present/charged/accessible ^c					
D4	Area around fire extinguisher(s) and pull stations clear ^c					
D5	Fire extinguisher inspection date documented (within 1 month)					
D6	Fire doors close and latch (doors that open into corridor)					
D7	Exit and evacuation signs visible and/or illuminated (not blocked)					
D8	Aisles, exits, stairwells clear and unobstructed					
D9	Smoke detectors / sprinklers clean and unobstructed					

E. GENERAL SAFETY		Y	N	N/A	Room #	Notes
E1	Exits/aisles/corridors are not blocked (24" minimum width)					
E2	Laboratory doors kept closed when room is unoccupied					
E3	Second exit from lab maintained (applies to rooms >1000 sq feet)					
E4	Eyewash present or available in 10 seconds^c					
E5	Eyewash records documenting weekly inspection are available (stand alone eyewash stations only)					
E6	Emergency shower inspection documented monthly by Facilities					
E7	Area around shower kept clear^c					
E8	First-aid kit present and stocked					
E9	Chemical spill material or kit available. Kit has expiration date or date placed into service.					
E10	Chemical spill protocol known					
E11	Gas cylinders secured to wall with double chains					
E12	Gas cylinder valve protection cap in place when not in use					
E13	Refrigerators/freezers labeled with food and drink specifications					
E14	Noise level in laboratory acceptable					
E15	The room temperature and humidity are adequately controlled in all seasons.					
E16	UV light sources have warning signage on source equipment.					
F. PERSONAL PROTECTIVE EQUIPMENT (PPE)						
F1	PPE requirements specified by job task or work area (For laboratories under a New York State license, Form 22.1 must be signed by the medical director)					
F2	Fluid resistant lab coats worn in laboratory^c					
F3	Gloves worn when handling hazardous materials					
F4	Facial protection worn in lab if required					
F5	Closed-toe shoes worn in lab at all times^c					
F6	Long hair restrained					
G. HOUSEKEEPING						
G1	No food or drink found in lab areas					
G2	Gloves, lab coat not worn in common areas (hallways, elevators)					
G3	Glass bottles, outside of secondary containers, not stored on floor^c					
G4	Minimal glassware on bench top, in sink, or in fume hood					
G5	Area is clean, not cluttered, dust free					
G6	Ceiling, walls, floors, windows, furniture, air vents, light fixtures are clean and in good condition					
G7	Sink, soap, and paper towels available for hand washing					
G8	Sinks, faucets, and showers do not leak					
G9	No storage under sinks (nothing in pat. care, cleaning solutions in non-pat. care areas OK)					
G10	Proper waste disposal of glass (vial, pipettes, etc.)					
G11	Proper waste disposal of sharps (containers less than 2/3 full)					
G12	Proper medical waste disposal (red bags, tied, rigid red containers with labels, tight fitting lid)					
G13	Medical waste containers clean and in good working order					
G14	No live plants in lab areas					
G15	Boxes not stored directly on floor					

	H. CHEMICAL STORAGE AND COMPATABILITY	Y	N	N/A	Room #	Notes
H1	Up to 1 gallon of Class I, II and IIIA liquids may be stored outside of fire-resistant cabinets for each 100 ft ² of space defined by fire-resistant walls/doors. Up to 2 gallons of Class I, II, and IIIA liquids may be stored in safety cans and safety cabinets for each 100 ft ² . These amounts may be doubled if there is an automatic fire suppression system (e.g. sprinklers) ^C					
H2	Maximum of 60 gallons flammable liquids per lab ^C					
H3	Flammables kept in refrigerator/freezer approved for storage of flammables					
H4	No excess acids stored outside acid/corrosive cabinet					
H5	Strong acids and bases stored in secondary containers					
H6	Supplies of Acids/Bases must be stored segregated and are stored below eye level. Storage near the floor is recommended					
H7	Chemicals stored safely on bench tops, shelves (e.g. not crowded)					
H8	Incompatible chemicals and materials stored segregated (e.g. cardboard, paper, plastic, Styrofoam)					
H9	Chemical storage areas clearly labeled					
H10	Corrosives stored separately and in designated areas ^C					
I. BIOSAFETY CABINETS						
I1	Biosafety cabinets present in lab Number: _____					
I2	Certified within one year ^C					
I3	Room cross drafts and turbulence controlled (no fans near biosafety cabinets)					
J. FUME HOODS						
J1	Fume hoods present in lab Number: _____					
J2	Certified within one year ^C					
J3	Proper sash height indicated					
J4	Sash at or below marked approval level					
J5	Sash stoppers functional					
J6	Hood illumination functional					
J7	Audible/visual alarm functional					
J8	Minimal clutter in hood (equipment, chemicals) ^C					
J9	Proper equipment placement in fume hood					
J10	Fume hood clean					
J11	Functional fume hood not used for storage					
J12	Chemical containers within fume hoods kept closed					
J13	Room cross drafts and turbulence controlled (no fans near fume hood)					
K. CHEMICAL WASTE DISPOSAL AND TRANSPORT						
K1	Safety cans available for disposal of solvents					
K2	Containers available for disposal of hazardous waste					
K3	Waste manifests or tags attached to waste cans, containers ^C					
K4	Chemical waste containers in good condition and kept closed (i.e. no funnels in place)					
K5	Chemicals in deteriorating containers tagged as hazardous waste					
K6	Chemical waste disposal procedures available					
K7	Bottle carrier available for transport of chemicals					
K8	Secondary containers used for storage of waste containers					
K9	Designated areas for waste storage containers					
K10	Chemical waste disposed when full or within 90 days, whichever is sooner					
K11	Dry waste double-bagged (transparent bags are optimal; red, yellow, and black bags are not allowed)					

L. SEISMIC SAFETY		Y	N	N/A	Room #	Notes
L1	Heavy or critical equipment and furniture anchored or restrained according to risk assessment					
L2	Storage shelves have seismic restraints (e.g. lips, bars, bungee cords)					
L3	High overhead storage is secured					
M. MECHANICAL AND ELECTRICAL SAFETY						
M1	Movable parts guarded on equipment					
M2	Electric panel accessible and nothing posted on panel					
M3	Medical equipment has current inspection label by clinical engineering					
M4	Plugs, cords, outlets in good condition^c					
M5	No overloaded outlets^c					
M6	Extension cords or other cords out of the way					
M7	Power strips secured away from liquids					
M8	No cords under doors, carpets, or on ceilings					
M9	Power strips & extension cords not daisy chained					
N. SECURITY						
N1	Staff wearing photo ID badges					
N2	Locking mechanisms work properly					
N3	Personal belongings/valuables in secure area					
MISC.						
Explanation of Ratings ^a Denotes Administrative Deficiency ^c Denotes Critical Violation that must be corrected within 48 hours or less, depending on severity of violation						

Laboratory Director Signature: _____

Date: _____