

Laboratory Safety Inspection Checklist

EHS laboratory safety inspections are conducted annually at Texas A&M University. This abbreviated checklist of general laboratory safety items serves as a guide for evaluating specific safety or compliance requirements for laboratories. Reviewing the checklist can help to prepare for upcoming annual inspections.

Chemical Safety	
Chemicals are stored according to their hazard class	
Chemicals stored on the floor are within secondary containment	
Flammable chemicals that require refrigeration are stored in a refrigerator that is safe for flammable storage	
Chemical containers are securely closed with screw-on lids except when adding or removing chemicals	
Chemical container labels are visible and undamaged	
Chemical waste is disposed of regularly through DakotaSoft to minimize accumulation	
Time-sensitive chemicals that can develop additional hazards over time are labeled with their name, date received and date opened, and are disposed of within six months of opening or one year of receipt	

Compressed Gases	
Compressed gas cylinders are secured individually and in a manner to prevent them from being knocked over	
Compressed gas cylinders are secured to fixed structures (e.g., walls or racks) and not to movable objects	
Compressed gas cylinders are stored upright	
Compressed gas cylinders that are incompatible are kept at least 20 feet apart	
Compressed gas cylinder labels are visible and undamaged	
Compressed gas cylinders are capped when stored	

Cryogenics	
Cryogenic cylinders are free of damage (dents, gouges, rust)	
Cryogenic personal protective equipment (eye, face, and hand protection) is available for use when dispensing and transferring cryogenics	
Signs are posted to warn personnel of cryogen hazards and personal protective equipment requirements when working with cryogenics	

General Safety	
Aisles and emergency equipment (fire extinguishers, safety showers, alarms) are unobstructed	
Food and drinks are kept out of the lab	

First aid kit supplies are within expiration date	
Freezers are defrosted regularly	
Glassware under pressure is protected with mesh, tape, or plastic coating	
Vacuum pumps are in secondary containment	
Sharps are stored in a manner to prevent injuries	
Glass items are never stored directly on the floor	
Ice makers are labeled "Not for Human Consumption"	
Non-flammable refrigerators are labeled "Not Safe for Flammable Storage" and "No Food or Drinks"	
Microwaves and small appliances are labeled "Lab Use Only"	
Glass waste disposal boxes are lined with plastic bags and are undamaged	
Fume hoods are not used for storage	

Emergency Equipment	
Emergency eyewash units are tested and logged weekly, and test logs are maintained	

Electrical Safety	
Electrical cords and plugs are undamaged	
Electrical outlets and light switches have cover plates that are intact and undamaged	
Electrical cords are away from water sources	
Electrical wiring is not exposed	
Extension cords and power strips are plugged directly into outlets	
Extension cords are only used temporarily (less than 8 hours)	
Appliances are plugged directly into outlets, not power strips or extension cords	

Fire Safety	
Bunsen burner tubing is free of damage	
Items are not stored within 24 inches of the ceiling or 18 inches from a fire sprinkler	
Ceiling tiles are in place and undamaged	

Signage	
Emergency contact information is posted at lab entrance	

Training	
All lab members have completed: <ul style="list-style-type: none"> • Laboratory Safety Training (TrainTraq Course #2114106) • Work Area Specific Training as part of Hazard Communication training, and all work-area specific training records are uploaded to the lab group's profile on SciShield (BioRAFT) 	
Lab members that may be exposed to hazardous chemicals have completed Hazard Communication Training (TrainTraq Course #11020)	
Lab members working with cryogenics have completed Working Safely with Cryogenics (TrainTraq Course #211228)	