

**RESEARCH NON-CHEMICAL LABORATORY AUDIT CHECKLIST**

Department Name: \_\_\_\_\_ Area Inspected: \_\_\_\_\_ PI: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Date of Inspection: \_\_\_/\_\_\_/\_\_\_

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**A. Training**

Does PI keep Departmental Safety Officer up to date on lab personnel changes? \_\_\_ Yes \_\_\_ No

Name	Employee Safety	Office Safety	Hazard Communication GHS	Slips/Trips/Falls	Dept Emergency Action Plan								
1.													
2.													
3.													
4.													
5.													
6.													
7.													
8.													
9.													
10.													

Required training: Employee Safety, Hazard Communication GHS, Office Safety, Slips/Trips/Falls, Dept Emergency Action Plan.  
Other training may be required, depending on the type of research activities conducted. Key: --: training not required; X: training completed; blank: training not completed.

**B. Administrative**

- \_\_\_Yes \_\_\_No \_\_\_N/A Are there chemicals present in the lab, such as cleaning solvents, paint, gasoline?
- \_\_\_Yes \_\_\_No \_\_\_N/A Are SDS available in the lab?
- \_\_\_Yes \_\_\_No \_\_\_N/A Have Job Hazard Analyses (JHAs) been done for all procedures in the lab?
- \_\_\_Yes \_\_\_No \_\_\_N/A Is the chemical inventory current (updated within 12 months)?

**C. General Safety Concerns**

- \_\_\_Yes \_\_\_No \_\_\_N/A Is the use of electrical outlets and power strips appropriate (no adaptors for outlets, no daisy-chaining, power strips positioned appropriately)?
- \_\_\_Yes \_\_\_No \_\_\_N/A Is the permanent use of extension cords avoided?
- \_\_\_Yes \_\_\_No \_\_\_N/A Are electrical cords positioned appropriately (e.g., not under carpets or in aisles, not suspended from or within the ceiling)?
- \_\_\_Yes \_\_\_No \_\_\_N/A Are all exits and aisles to the outside free from any obstructions?

**D. Seismic Safety/Fire Safety**

- Yes  No  N/A Is overhead storage minimized?
- Yes  No  N/A Is overhead storage restrained?
- Yes  No  N/A Is overhead storage kept 24" below ceiling?

**E. Personal Protective Equipment**

- Yes  No  N/A Is the appropriate personal protective equipment required for the lab available?  
 Safety Glasses  Goggles  Face Shields  Gloves  
 Lab Coats/aprons
- Yes  No  N/A If the lab is considered a high-hazard fire area, is an appropriate extinguisher available?
- Yes  No  N/A In high-hazard fire areas, are lab personnel current on fire extinguisher training?

**F. Laboratory Equipment**

- Yes  No  N/A Is the eyewash free from any obstructions?
- Yes  No  N/A Is the eyewash operated weekly?
- Yes  No  N/A Is the emergency shower free from any obstructions?
- Yes  No  N/A Is the emergency shower operated weekly?
- Yes  No  N/A Has the local exhaust ventilation system (fume hoods, snorkels, canopies) been tested within the last year?
- Yes  No  N/A Is non-ionizing radiation equipment (lasers, microwave-emitting equipment, ultraviolet light sources) posted with proper warning labels and shielded?
- Yes  No  N/A Are vacuum systems that are capable of imploding protected with cages or barriers?
- Yes  No  N/A Is the vacuum pump belt guard in place?
- Yes  No  N/A Are proper gloves and safety glasses available for use with liquid nitrogen?
- Yes  No  N/A Are two-pronged appliances not located within a five foot radius or directly located above a sink or flammable materials?

**G. Other Safety Issues Present in the Lab (lasers, power tools, compressed gases, etc.)**

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**Additional comments:**

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