# LABORATORY SAFETY AUDIT Utah State University Biology

## PRINCIPAL INVESTIGATOR:

Building/Roims:

<table>
<thead>
<tr>
<th>EHS Hazard Assessment Complete?</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
</tr>
</thead>
</table>

**KNOWN HAZARDS (mark all that apply):**

- [ ] RADIOLOGICAL
- [ ] CHEMICAL
- [ ] BIOLOGICAL
- [ ] LASER
- [ ] OTHER

### A. ANNUAL PI/FACULTY SAFETY PRACTICES

1. PI/Faculty will complete annual safety review survey

(Confirms that chemical hygiene plan, chemical inventory, and personnel/student training for general lab safety and lab specific procedures are all up to date).

**COMMENTS:**

### B. EMERGENCY EQUIPMENT

1. Room emergency information cards posted.
2. Spill control kits available.
3. Appropriate first-aid kit available.
4. Eyewash stations are in good condition and checked monthly.
5. Safety shower available within 100 feet of lab using hazardous chemicals.
6. Areas around eyewash, safety shower, and fire extinguisher are unobstructed.

**COMMENTS:**

### C. GENERAL SAFETY

1. Suitable personal protective equipment available, in good condition, properly used and stored.
2. Appropriate eye protection, chemical goggles or safety glasses with side shields are used at all times by individuals in chemical storage and/or lab areas.
3. Respiratory protection is being used in accordance with OSHA Respiratory Protection Standard and USU Respirator Management Program.
4. Hand washing soap and towels available.
5. Heavy objects and chemicals stored below five feet.
6. Ladders and step stools appropriate and in good condition.
7. Food, beverages, smoking and cosmetics are absent from working areas.
8. Appropriate warning signs posted.
9. Laboratory equipment moving parts guarded (e.g. fan belts, fan blades).
10. Corridor doors (fire doors) are kept closed.
11. All walking and working surfaces clean, uncluttered and in good condition.
12. Exits are unobstructed and lighted or marked with a highly visible placard.
13. Aisles are wide enough (at least 28 inches) and kept clear to provide unobstructed exit.
14. Operational fume hoods are provided in laboratories where noxious or toxic chemicals are handled, and they have a certificate of inspection by EH&S dated within the past 12 months.
15. The fume hood working area is clean, unobstructed and not used as a permanent storage area.

**COMMENTS:**
### D. CHEMICAL SAFETY

1. All containers appropriately labeled.  
2. All chemical containers securely closed when not in use.  
3. Incompatible chemicals stored separately and all chemicals stored by hazard category.  
4. Secondary containment is being used for liquid chemicals in storage cabinets.  
5. Gas cylinders secured, away from heat sources and capped when not in use.  
6. Flammables are stored in compliance with fire code guidelines.  
7. Acids and bases are stored separately and in corrosive resistant cabinets.  
8. Oxidizing & reducing agents are stored far enough apart from each other to prevent accidental mixing, in an event such as an earthquake.  
9. Water reactive substances are stored where they are isolated and will not get wet.  
10. Peroxide forming chemicals and other chemicals with limited shelf lives are dated when opened and disposed of as hazardous waste within the shelf life period recommended by the manufacturer.  
11. Poisonous chemicals are locked up in a secure cabinet.  
12. Explosion rated refrigerators are used to store explosive chemicals.  
13. Storage shelves have lip edges or other restraints to prevent containers from falling in the event of an earthquake.  
14. Special containment procedures in place for equipment containing mercury (e.g. thermometers, manometers, pressure gauges, etc.). Use of mercury substitutes is encouraged.

**COMMENTS:**

### E. HAZARDOUS WASTE MANAGEMENT PRACTICES

1. Students/employees are aware of the requirements for hazardous and radioactive waste management.  
2. Lab personnel are familiar with EH&S waste collection procedures using EHS Assistant.  
3. All hazardous wastes are being properly disposed of through the USU Environmental Health and Safety office.  
4. All hazardous wastes are stored in sturdy containers according to compatibilities, inspected for leaks and kept closed except when waste is added or removed.  
5. Waste containers are appropriately labeled (no abbreviations, formulas or shorthand).

**COMMENTS:**

### F. ELECTRICAL SAFETY

1. Electrical equipment correctly grounded with three pronged plugs.  
2. Electrical cords in safe condition (no cuts, cracks or taped repairs).  
3. Extension cords absent.  
4. High wattage equipment (e.g. refrigerators, copies, etc.) plugged directly into wall outlets.

**COMMENTS:**
Wrap Up

Lab/PI To Dos:

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Safety Committee/Departmental To Dos:

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Additional Comments:

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Assessment completed by:_______________________________________________________
PI signature: _________________________________________________________________
Date:________________________________________________________________________