

	NEW JERSEY INSTITUTE OF TECHNOLOGY University Heights, Newark, New Jersey 07102
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APPENDIX 4: Laboratory Self-Inspection Checklist



Environmental Health & Safety Laboratory Self-Inspection Checklist

LOCATION:		INSPECTOR:	DATE:		
TRAINING / DOCUMENTATION			YES	NO	N/A
1	Chemical Hygiene Plan (CHP) and other applicable safety documents are familiar to and accessible by personnel. CHP Location:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	A current inventory and corresponding SDSs for hazardous materials are maintained and readily available to personnel. Inventory / SDS Location:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Personnel is current with applicable safety training(s) for the associated hazards in the laboratory. (i.e. <i>Lab Safety, Biological Safety, Radiation Safety, Laser Safety, Shop Safety, etc.</i>)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Personnel received lab-specific/hands-on training by Faculty/PI or designee.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL SAFETY / HOUSEKEEPING / LAB ENVIRONMENT			YES	NO	N/A
5	A "Caution" sign is posted on the outside lab door and displays the current emergency contact information and hazard pictograms for the lab.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	The "Emergency Response Guidelines" poster is completed and posted in a conspicuous area.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Lab doors are not propped open and are secured when no one is present.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Sinks are functional and accessible with soap and paper towels for handwashing.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	No food or drink consumed or stored in the lab.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Furniture and surfaces are impermeable to liquids. <i>This aids in effective decontamination and spill clean ups.</i>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	36" clearance is maintained for egress paths and exits/aisles/corridors are free from obstruction and trip hazards. (i.e. <i>cords, debris, furniture, equipment, etc.</i>)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PERSONAL PROTECTIVE EQUIPMENT & EMERGENCY MEASURES			YES	NO	N/A
12	Appropriate clothing is worn to protect the worker against contact exposure with hazardous materials. (i.e. <i>long pants, closed-toe shoes, etc.</i>)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Appropriate PPE is available and properly worn to protect the worker against contact exposure with hazardous materials. (i.e. <i>lab coat fully buttoned, proper gloves for hazard, appropriate eye protection for hazard, etc.</i>)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Emergency equipment are free from obstructions and readily accessible. (i.e. <i>eyewashes, fire extinguishers, emergency showers, etc.</i>)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Fire extinguishers are present, charged, and have a current inspection tag (within 1 year).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	First Aid Kits have adequate supplies, free of pain relievers, and inspected regularly for expired or deteriorating supplies. (1 st aid kits are optional.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Emergency eyewashes are flushed, inspected, and documented at least monthly.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Appropriate spill kits for hazardous materials are stocked, available, and within a reasonable distance. Location:		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Personnel are familiar with emergency and evacuation procedures such as nearest fire exit, evacuation routes, assembly point, fire alarm pull stations, fire extinguishers, spill control and etc.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CHEMICAL SAFETY <input type="checkbox"/> Not Applicable			YES	NO	N/A
20	Containers are segregated based on hazard class. (i.e. <i>flammables away from oxidizers, acids away from bases, segregation of incompatible acids, etc.</i>)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	All containers are properly labeled with its contents. Labels are legible, intact, and no abbreviations or molecular formulas are used.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	All containers are in good condition with no signs of damage, precipitate, or leaks, and closed when not in use.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Hazardous materials are stored at or below eye level.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Ethers and peroxide formers are dated upon arrival and disposed of within 1 year (6 months if opened).		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	No excess, old or expired chemicals are present.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Proper signs posted to delineate designated areas where high hazard/particularly hazardous materials are used. These areas are properly decontaminated after each use.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	All compressed gas cylinders are adequately secured (i.e. <i>chained at top 1/3</i>), have a regulator or safety cap, and grouped according based on their properties.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Cryogenic liquid tanks are free of any ice accumulation at the neck of the tank opening, and the vacuum systems/insulation are functioning.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

29	Chemical fume hood has been inspected within the last 12 months and not overcrowded with materials or supplies, and air slots are kept clear. <i>No storage on top of units. Large equipment within the unit are raised to allow proper air flow.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Cabinets storing hazardous materials are identified with the words and/or pictograms describing the hazard class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ELECTRICAL / FIRE / MECHANICAL SAFETY <input type="checkbox"/> Not Applicable		YES	NO	N/A
31	Electrical Panel is are closed/secured, free from obstruction. <i>Minimum of 3 feet clearance</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Plugs, cords and outlets in good condition. There are no frayed, cut wires, broken/defective plugs or switches.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	There are no overloaded outlets or daisy-chained power strips. <i>No multi-outlet wall tap (cube tap).</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Permanent lab equipment are plugged directly into a three-pronged outlet. <i>Power strips are not used in place of permanent wiring.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Moveable parts are guarded on equipment as appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Lab uses grounded power strips with circuit breaker protection only that are UL rated. No extension cords.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Equipment or power cords are not draped with combustibles such as cloth or paper or stored near flammable materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	No flammable or combustible materials are stored in a standard refrigerator, freezer, and/or cold room.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39	A ceiling clearance of 18" is maintained for all storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	Explosion-proof refrigerators/freezers are clearly marked with flammable storage signage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	All guards/shields are in place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BIOLOCAL SAFETY <input type="checkbox"/> Not Applicable		YES	NO	N/A
42	Biohazard symbol and biosafety level is on door of labs working with human cells or other human-derived materials and/or BL-2 or higher pathogens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43	Registration forms have been submitted for research labs working with animals, human materials, recombinant or synthetic nucleic acids, human cell lines, BL-2 or higher pathogens.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	Biological safety cabinet has been certified within the last 12 months and not overcrowded with materials/supplies, and grills are kept clear. <i>No storage on top of units.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45	Surface are cleaned after each use with appropriate disinfectant and immediately following biological spills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46	There is no recapping or bending of sharps, or removal of needles from syringes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LASER / RADIATION SAFETY <input type="checkbox"/> Not Applicable		YES	NO	N/A
47	All areas housing class 3B and 4 lasers have proper signage posted at the entrance. Proper warning labels are affixed to the laser housing. <i>Laser displays proper beam path.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48	All radioactive materials are stored and secured within a cabinet with restricted access.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49	All radiation-producing devices have an updated radiation use log.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50	Records of semi-annual radiation safety checks are available. Safety checks should include wipe testing, X-ray interlock, etc. as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
WASTE MANAGEMENT		YES	NO	N/A
51	Satellite Accumulation Areas (SAA) are located at or near the point of waste generation, and identified with SAA signage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52	SAA contains less than 1-quart or 2.1 lbs. of acutely hazardous waste and no more than 55 gallons hazardous chemical waste is in the lab at any one time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53	All waste are stored in compatible waste containers, and within secondary containment if risk of breakage or stored on the floor or near sinks/drains.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54	Hazardous waste is not discarded in the trash or poured down the sink.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55	All hazardous chemical waste containers are marked with the words "Hazardous Waste."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56	All waste containers are labeled with the appropriate NJIT waste label. Labels are completed in its entirety <i>except</i> the date. Labels are legible and uses the full name, no formulas or abbreviations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57	Waste containers are not overfilled, and are covered with tight fitting lid/cap when not in active use. <i>Lid Exception: municipal and recycling waste</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58	Sharps waste are immediately discarded into proper puncture resistant containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59	Biological waste is properly autoclaved or disinfected prior to disposal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>