

# Appendix A Laboratory Inspection Checklist

Redwoods Community College District

## Laboratory Inspection Checklist

Responsible Person: \_\_\_\_\_

Date: \_\_/\_\_/\_\_

Department: \_\_\_\_\_

Fall Semester \_\_\_\_\_

Building/Room: \_\_\_\_\_

Spring Semester \_\_\_\_\_

*As a condition of the campus Injury and Illness Prevention Program (IIPP), specific departments are required to conduct periodic **self-inspections** of all trade and educational workshops and laboratories, where power equipment and/or hazardous materials are used. This checklist or any other form of documentation can be used to fulfill the requirement. Risk Management recommends that departments conduct semi-annual self-inspections.*

**Check whether this Room is in compliance With each item listed.**

<input type="checkbox"/>	<b>YES</b>	This is a requirement for this room and is in compliance
<input type="checkbox"/>	<b>NO</b>	This is a requirement for this room, but is NOT in compliance during this self-audit.
<input type="checkbox"/>	<b>N/A</b>	This is not applicable in this room OR this is not applicable at time of inspection.

In Compliance?  
YES NO N/A

Notes/ Date Corrected

### A. REQUIRED RECORDKEEPING

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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|---|-------|
| 1. A current inventory of chemicals used or stored in the lab is available and has been updated within the last year              | _____ |
| 2. Safety Data Sheets (SDS) for every chemical on the inventory are readily available on file and/or on-line during working hours | _____ |
| 3. All employees in this lab/ room have current safety training   | _____ |
| 4. Chemical Hygiene Plan and other written safety procedures are available  | _____ |

### B. HOUSEKEEPING PRACTICES

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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|--|-------|
| 1. Refrigerators, microwaves, freezers, or ice machines in HazMat areas are labeled <b>"NO Food or Beverage"</b> – no sodas, snacks, or other food stored inside | _____ |
| 2. Food/ beverage containers are absent in areas where hazardous materials are used/ stored  | _____ |
| 3. Refrigerators and freezers for food/beverage are labeled <b>"FOOD ONLY"</b>   | _____ |
| 4. Fume hoods, counters, and secondary containers are free of spilled material   | _____ |
| 5. Incompatible chemicals on counters/ shelves are segregated to prevent mixing  | _____ |

### C. EMERGENCY PROVISIONS

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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|--|-------|
| 1. Documentation shows that eyewashes & emergency showers have received monthly flushing   | _____ |
| 2. Emergency equipment (i.e. eye washes, showers, fire extinguishers) are free of obstructions, easily accessible, and in good working condition | _____ |
| 3. All exit routes, aisles, and emergency doors are free from obstruction  | _____ |
| 4. Fire extinguishers, if any, are clearly marked, charged, securely mounted, unobstructed and inspected annually by FM and monthly by employees | _____ |
| 5. A copy of the Emergency Action Plan is available and evacuation diagrams are present  | _____ |

### D. COMPRESSED GAS CYLINDERS

No cylinders in room

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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|--|-------|
| 1. Gas cylinders are clearly labeled identifying their contents and properly secured | _____ |
| 2. CGA connections on regulators are appropriate for gas(es) in use                  | _____ |
| 3. Fuel gas cylinders are stored at least 20 feet from oxygen gas or spark sources   | _____ |
| 4. When not "in use", regulators are removed and replaced with cylinder caps         | _____ |
| 5. Regulators in use are not leaking and in good condition                           | _____ |

**E. FUME HOODS**

No fume hoods in room

- 1. Not used for routine storage of chemicals or equipment
- 2. All work and material located at least 6 inches inside fume hood
- 3. Air flow is not blocked by equipment/ materials stored in hood
- 4. Sash is lowered/ closed when not in use
- 5. Sash at or below arrows when in use
- 6. Certification sticker indicated fume hood inspected within past year

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**G. CHEMICAL STORAGE AND HANDLING**

<1L stored in room

- 1. Incompatible chemicals are stored separately and all chemicals are stored by hazard class
- 2. All chemical containers such as bottles, cans, beakers, flasks, and vials have a legible label or tag stating the contents and appropriate warnings and are in good condition
- 3. Flammable liquids totaling more than 10 gallons are stored in NFPA approved flammable self-closing cabinets
- 4. Containers are capped or closed when material is not being added or removed
- 5. Solvents and other hazardous liquids are stored off the floor
- 6. Flammable liquids and gases are stored away from open flames, spark sources, strong oxidizers, hydrogen or oxygen cylinders, and distillation units
- 7. Peroxide formers are disposed of by expiration date or tested for peroxide concentration and labeled with date received and date opened
- 8. Flammables that require refrigeration are stored in refrigerators marked as "Flammable Safe"
- 9. Halogenated solvents (ie. Chloroform), that are not flammable, are not stored in cabinets labeled "Flammables Storage"
- 10. Corrosives are stored below eye level
- 11. Spill kits are available, labeled, and contents have not expired

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**H. HAZARDOUS WASTE**

None stored in room

- 1. Posted signs identify designated Accumulation Areas
- 2. Different waste types are separated by secondary containers or space: (ie: sharps, chemical waste, hazardous lab trash, biological waste, and radioisotopes)
- 3. Every container, with even a drop of waste in it, has a dated, **signed**, and completed hazardous waste label
- 4. Hazardous chemical waste is within **180 days** of the accumulation start date written on the label. *(Take containers to stockroom if full or expired)*
- 5. Waste containers are closed, except when waste is being added. *Funnels are not caps*
- 6. Waste containers are appropriately labeled (no abbreviations, formulas, or shorthand)
- 7. Biohazard waste is placed in red, biohazard bags or sharps containers and labeled appropriately

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**I. Electrical**

No electrical concerns in this room

- 1. High voltage equipment is clearly labeled, properly guarded, and is restricted to use by trained personnel only

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Comments:

\_\_\_\_\_  
Signature of Person Performing Self- Inspection

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date