Building: Room #: Inspector: Date: \_/ /

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| --- | --- | --- | --- | --- |
|  | **Whitman College Laboratory/Art Studio Safety Inspection Form** | **YES** | **NO** | **N/A** |
| **General Safety** |
| **1** | Doors locked when the lab/studio is unoccupied  |  |  |  |
| **2** | Unauthorized access and use prohibited  |  |  |  |
| **3** | Appropriate laboratory attire required (long pants, closed toed shoes, etc.) |  |  |  |
| **4** | Appropriate personal protective equipment available and in use when handling animals, chemicals, infectious materials, or using hazardous equipment |  |  |  |
| **5** | Work and storage areas free of clutter and obstructions |  |  |  |
| **6** | No food or drinks allowed in labs |  |  |  |
| **7** | Eyewash unobstructed, functional and inspected weekly |  |  |  |
| **8** | Exits unobstructed; clear aisle space maintained within the lab |  |  |  |
| **9** | Lighting and safety equipment present and functional |  |  |  |
| **10** | Fume hoods and/or biological safety cabinets functional and have current certification |  |  |  |
| **11** | Lab Safety Notebook complete and up-to-date |  |  |  |
| **Chemical Safety** |
| **1** | Fume hood free of clutter |  |  |  |
| **2** | Appropriate labels on all hazardous chemical containers (GHS compliant preferred) |  |  |  |
| **3** | Total flammable liquid volume in lab 25 gallons or less |  |  |  |
| **4** | No flammable chemicals stored in regular refrigerator |  |  |  |
| **5** | Compressed gas cylinders secured in upright position |  |  |  |
| **6** | Compressed gas cylinders capped when not in use |  |  |  |
| **7** | Chemical storage shelves and cabinets functional and in good condition |  |  |  |
| **8** | Chemical containers in good condition (exterior clean, no signs of failure or leaks) |  |  |  |
| **9** | Chemical use procedures documented in Lab Safety Notebook (may cite published sources) |  |  |  |
| **10** | Current Safety Data Sheets available to all chemical users |  |  |  |
| **11** | Spill cleanup procedures documented in Lab Safety Notebook |  |  |  |
| **12** | Spill control equipment (neutralizers, absorbent pads) available |  |  |  |
| **Dangerous Waste** |
| **1** | Dangerous Waste is generated in this area (**If “No” or “N/A”, skip to Biological Safety section)** |  |  |  |
| **2** | Dangerous Waste catch vessels are accessible and safe from upset/damage |  |  |  |
| **3** | Waste containers are labeled with Whitman College’s unique Dangerous Waste label |  |  |  |
| **4** | Each container is marked with full chemical names identifying the contents stored inside (no abbreviations or formulas) |  |  |  |
| **5** | Waste containers are in good condition (not leaking, rusted, bulging or damaged) |  |  |  |
| **6** | Waste containers are kept closed except when adding waste |  |  |  |
| **7** | Liquid wastes are stored within secondary containment |  |  |  |
| **8** | Secondary containment is in good condition (free of cracks, gaps and impervious to leaks) |  |  |  |
| **9** | Waste is removed within three days of filling the container |  |  |  |
| **10** | Sharps are disposed in a proper container that is kept closed unless waste is being added. |  |  |  |
| **Biological Safety** |
| **1** | Active BSL-1/BSL-2 organisms present in this lab |  |  |  |
| **2** | Human blood and/or body fluids handled in this lab |  |  |  |
| **3** | Bloodborne Pathogen Plan present and users trained |  |  |  |
| **4** | Sharps waste generated in this lab |  |  |  |
| **5** | Potentially hazardous biological materials stored properly |  |  |  |
| **6** | Appropriate waste containers provided (biohazard bags, boxes, sharps containers, etc.) |  |  |  |
| **7** | Animal/potentially infectious material use procedures documented in Lab Safety Notebook |  |  |  |
| **8** | Spill cleanup procedures documented in Lab Safety Notebook |  |  |  |
| **9** | Appropriate cleaning materials available for maintaining lab hygiene, and spill cleanup  |  |  |  |
| **Mechanical Safety** |
| **1** | Equipment functional and in good working order (no cracks or defects) |  |  |  |
| **2** | Cord/cable insulation and plug intact  |  |  |  |
| **3** | Guards in place and functional |  |  |  |
| **4** | Manufacturer’s instructions and/or lab-specific operating procedures documented in Lab Safety Notebook |  |  |  |