AGRLIFE ENVIRONMENTAL HEALTH AND SAFETY
LABORATORY SAFETY INSPECTION CHECK LIST

1. **Electrical Safety (NFPA Code):**
   
   ___Improper use of extension cords. Extension cord used to provide electrical power to laboratory equipment.
   
   ___Improper use of extension cords. Extension cords are for temporary use only (8hr workday or less).
   
   ___Improper use of extension cords. Extension cords run above ceiling or under carpet or other similar materials.
   
   ___Improper use of extension cords/power strips. Extension cords and power strips must be plugged directly into a wall receptacle (no daisy chaining permitted).
   
   ___Repair electrical cords/outlet/plugs not in good condition (pinched, cracked, burned).
   
   ___Multiple adapter does not have surge protection.
   
   ___Non-GFCI receptacle within 6’ of wet area.
   
   ___Electrical panel access is obstructed.
   
   ___Electrical panel missing blanks.

2. **Fire/Life Safety (NFPA Code):**
   
   ___Lab door open.
   
   ___Evacuation/exit routes obstructed. (44” for primary egress routes, 32” for secondary egress routes)
   
   ___Fire extinguisher access is obstructed.
   
   ___Fire extinguisher not wall mounted.
   
   ___Fire extinguisher needs service or annual inspection.
   
   ___Bunsen burner tubing deteriorated.
   
   ___Combustible storage within 24” of ceiling.
   
   ___Obstructed fire sprinkler heads (storage within 18” of sprinkler head).
   
   ___Damaged, missing or out of place ceiling tiles.

3. **Physical Hazards:**
   
   ___Tripping hazards present (electrical cords, hoses, computer cables, missing/broken floor tiles, etc.).
4. **Safe Lab Practices:**

- Unlocked lab. *(Lock lab doors when no one is present)*
- Unlocked cabinets. *(Lock cabinets storing hazardous materials outside of the laboratory)*
- Personnel eating, drinking, or applying cosmetics in laboratory.
- Food and lab utensils cleaned in same sink.
- Inadequate hand washing facilities *(e.g. soap, towels, running water)*.
- Unsecured or recapped sharps.
- Empty bottles not defaced.
- Housekeeping needed.

5. **Chemical Storage (NFPA Code, TDSHS HazCom Act):**

- Chemicals stored above eye level *(hazardous liquid chemicals)*.
- Chemicals stored on floor.
- Chemicals stored on bench top when not in use.
- Faulty containers. *(Repackage or dispose of chemicals in faulty containers)*
- Improper accumulation of chemicals. *(Dispose of old or unneeded chemicals not in use)*
- Improper segregation of chemicals. *(Segregate chemicals by hazard class, segregate acids from bases and organics from inorganics)*
- Improper dating of chemicals *(date chemicals when received and again when*
Improper dating/storage of chloroform (chloroform should be used within a year of purchase or 6 months of opening).

Improper dating/storage of peroxide forming or oxidizing chemicals (ethyl ether, THF, perchloric acid, cyclohexene, butadiene, isopropyl ether and dioxanes should be used within a year of purchase or 6 months of opening).

Improper storage of perchloric acid (store away organic materials and other acids).

Chemicals stored with food or drink.

Improper storage of flammables. (Store in flammable storage cabinet)

Flammables stored in household refrigerator/freezer or walk in cooler.

Duct on flammable storage cabinet made of combustible material.

Improper venting of flammable storage cabinet. (If vented, cabinet should not vent directly to the outside and should vent from the bottom of the cabinet with make-up air supplied from the top of the cabinet)

6. **Personal Protective Equipment/Eyewash/Showers (ANSI Standards, TDSHS HazCom Act):**

Safety shower/eyewash station access obstructed.

Safety shower/eyewash station not tested. (Safety showers should be tested annually, eyewash stations should be flushed routinely)

Inadequate eyewash station (squeeze bottle eyewash is not adequate, does not conform to ANSI Z358.1).

Improper work attire or personal protective equipment.

7. **Fume Hood/Biological Safety Cabinet (BSC):**

Fume hood requires annual inspection. (Fume hoods must be inspected/certified for use annually)

BSC requires annual certification. (BSCs must be certified for use annually)

Fume hood sash open when unattended.

Electrical strips in fume hood.

Open containers within fume hood/BSC while unattended.

Chemicals stored in fume hood/BSC while unattended.

Cluttered/dirty fume hood/BSC.

Obstruction to airflow in fume hood/BSC. (Equipment should be stored at least 4” from
face of hood, 6” of back of hood, and elevated 2-4” off the floor of the hood)

__Loose paper in fume hood/BSC.
__Items stored on fume hood controls.
__Items on front grill of biological safety cabinet.
__Bunsen burner use in BSC.

8. **Laser Safety:**

__Laser not registered (class IIIb and class IV).
__No laser protective eyewear.
__No laser training.

9. **Cryogenic Cylinder Safety:**

__Cryogenic cylinder due for service.
__Pressure release valve removed or otherwise compromised.
__Blow-out disc removed or otherwise compromised.

10. **Warning Signs/Labels (TDSHS HazCom Act):**

__Improper labeling of secondary containers. (All containers should be labeled to indicate contents, even those that contain water or are part of equipments or experiments)
__Missing or deteriorated labels on primary containers.
__Emergency contact information not posted.
__Inadequate signage. (Post specific warning signs [bio-hazard, radioactive, etc.] on lab door)
__Unlabeled microwave. (Label as "Lab Use Only" or "Food Only")
__Unlabeled refrigerator. (Label as "Not Safe for Flammable Storage", “Lab Use Only” or "Food Only")
__Unlabeled freezer. (Label as "Not Safe for Flammable Storage", “Lab Use Only” or "Food Only")

11. **Waste Disposal (EPA/ TCEQ Regulations):**

__Uncapped waste.
__Old or out of date chemicals present.
__Improper disposal of metal sharps. (All sharp metal implements [razors, needles,
surgical blades, etc.) must be discarded by placing them in a hard-sided container and encasing them in a hard substance, e.g., concrete, plaster, paraffin, polymerized resin, etc.)

__Improper disposal of glass. (Glass should be placed in a cardboard box, which can be securely sealed with tape before disposal) 

__Old lecture bottles present. 

__Improper labeled waste (Label waste container “Hazardous Waste” and list contents).

__Secondary containment required or [NFPA - National Fire Protection Association, EPA - Environmental Protection Agency, TCEQ - Texas Commission on Environmental Quality, ANSI - American National Standards Institute, TDSHS - Texas Department of State Health Services]