PennState

Office of Physical Plant
Environmental Health and Safety
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Laboratory and Research Safety Self-Inspection Form

Submit your completed self inspection to your department safety officer. A copy must also be kept in the Laboratory and Research Safety binder.

Principle Investigator: _____ Date: _____

Inspector: _____ Department: _____

Building: _____ Room number(s): _____

	Yes	No	NA
A. LABORATORY AND RESEARCH SAFETY PLAN			
1) Has a Unit Specific Plan been completed? Has it been reviewed within the last year?	☐	☐	☐
2) Has everyone in the lab signed the Certification of Agreement page? Date: _____	☐	☐	☐
3) Are standard operating procedures (SOPs) established and available for hazardous operations?	☐	☐	☐
B. TRAINING			
1) Have all personnel in the lab (including PI) completed Laboratory and Research Safety training (initial) and placed certificates in the Laboratory and Research Safety binder?	☐	☐	☐
2) Have all personnel in the lab (including PI) completed Laboratory and Research Safety refresher training and placed certificates in the Laboratory and Research Safety binder?	☐	☐	☐
3) Have copies of the training records been sent to your department office?	☐	☐	☐
4) Have lab personnel been instructed in lab safety practices and potential hazards?	☐	☐	☐
C. SIGNS			
1) Are lab door signs posted outside the lab and information up-to-date?	☐	☐	☐
2) Are special hazard signs in place (lasers, biohazards, radioactive etc.)?	☐	☐	☐
D. PERSONAL PROTECTIVE EQUIPMENT			
1) Are safety glasses with side shields worn as required?	☐	☐	☐
2) Are closed toe shoes worn, with no sandals or open toe shoes?	☐	☐	☐
3) Is protective clothing selected and worn according to hazard (e.g., lab coats, splash aprons, flame resistant lab coats, etc.)?	☐	☐	☐
4) Are gloves selected and worn according to hazard?	☐	☐	☐
5) Are chemical splash goggles/face shields worn when appropriate?	☐	☐	☐
E. GENERAL HOUSEKEEPING			
1) Is food or drink only consumed outside the lab?	☐	☐	☐
2) Are aisles and exits free from obstructions?	☐	☐	☐
3) Are benches and shelves not overloaded with unused equipment or chemicals?	☐	☐	☐
4) Is all storage at least 24 inches from the ceiling?	☐	☐	☐
5) Is only glassware in good condition used (i.e. nothing broken or chipped)?	☐	☐	☐
6) Is Bunsen burner/micro burner tubing in good condition, free from cracks and splits?	☐	☐	☐
F. EMERGENCY EQUIPMENT			
Fire Extinguishers:			
1) Are extinguishers in designated locations and are these locations labeled?	☐	☐	☐
2) Are extinguishers accessible and free from obstructions?	☐	☐	☐
3) Is the current year and date of last inspection indicated on the tag? Date: _____	☐	☐	☐
Safety Showers and Eyewashes:			
1) Are showers and eyewashes labeled, accessible, and free from obstructions?	☐	☐	☐

	Yes	No	NA
2) Are eyewashes and drench hoses flushed weekly? Last tested: _____	☐	☐	☐
3) Is the current year and date of last EHS inspection indicated on the tag? Date: _____	☐	☐	☐
First Aid:			
1) Are first aid supplies kept in accordance with Penn State Policy SY21?	☐	☐	☐
G. HAZARDOUS SUBSTANCES			
Chemical Storage:			
1) Has chemical inventory been updated within the last year in CHIMS? Last updated: _____	☐	☐	☐
2) Are chemicals dated upon receipt?	☐	☐	☐
3) Are all chemical containers labeled properly, capped, and in good condition?	☐	☐	☐
4) Is the storage of chemicals on, above, or next to desks avoided?	☐	☐	☐
5) Are all corrosive chemicals stored below "eye level"?	☐	☐	☐
6) Are chemicals segregated by hazard (organics away from oxidizers, flammables away from oxidizers, acids away from bases)?	☐	☐	☐
7) Is chemical storage kept to a minimum?	☐	☐	☐
8) Is secondary containment used for elemental mercury use and storage?	☐	☐	☐
Refrigerators and Freezers:			
1) Are only "explosion proof" or "flammable storage" refrigerators/freezers used to store flammables?	☐	☐	☐
2) Are refrigerators/freezers that are not "explosion proof" or "flammable storage" clearly labeled "NO FLAMMABLES ALLOWED"?	☐	☐	☐
3) Are refrigerators/freezers labeled for "CHEMICAL USE ONLY" or "FOOD USE ONLY" and used accordingly?	☐	☐	☐
4) Is the interior sound and free of chemical spills or contamination?	☐	☐	☐
5) Are all containers stored tightly closed?	☐	☐	☐
Flammable Liquid Storage:			
1) If more than 10 gallons total of flammable liquids are present in the lab, is it stored in approved safety cans or flammable storage cabinets, and not placed high on shelving?	☐	☐	☐
2) Are approved safety cans equipped with self-closing lids and are flame arrestors intact?	☐	☐	☐
3) Are safety can lids closed?	☐	☐	☐
4) Are safety cans and wash bottles properly labeled?	☐	☐	☐
Laboratory Waste:			
1) Has everyone in the lab read the Laboratory Waste Management Plan?	☐	☐	☐
2) Is a new “Laboratory Satellite Accumulation Area” (SAA) sign hung near waste area?	☐	☐	☐
3) Do all waste containers have a green tag attached, with name, location, start date, and container contents sections complete?	☐	☐	☐
4) Are SAAs inspected weekly and documentation maintained? Last inspected: _____	☐	☐	☐
5) Is all waste in the SAA less than 11 months old?	☐	☐	☐
6) Is all waste stored in secondary containment?	☐	☐	☐
7) Is total volume of all waste less than 55 gallons?	☐	☐	☐
8) Are biohazard containers properly used where needed (i.e. autoclave bags)?	☐	☐	☐
9) Are sharps, including needles, razor blades, scalpel blades, etc., disposed of in rigid puncture proof containers?	☐	☐	☐
Laboratory Hoods and Local Exhaust:			
1) Are chemical fume hoods working properly? Date of last EHS inspection: _____	☐	☐	☐
2) Do hood sashes open and close properly, and is glass intact?	☐	☐	☐
3) Are chemical fume hoods free of chemical storage and excess equipment?	☐	☐	☐
4) Are hood sashes closed when not accessing?	☐	☐	☐
5) Have biological safety cabinets (BSCs) been tested and certified within the last year? Date of last certification: _____	☐	☐	☐

	Yes	No	NA
6) Has the use of open flames in BSCs and laminar flow hoods been assessed and proper safety precautions implemented?	☐	☐	☐
H. SECURITY			
1) Are radioactive, biohazardous, and hazardous materials secured from unauthorized removal?	☐	☐	☐
2) Is the lab familiar with Penn State Policy SY24 *Use of Biohazardous Materials in Research and Instruction*?	☐	☐	☐
3) Does the lab maintain an inventory of biohazardous materials and update it annually?	☐	☐	☐
I. COMPRESSED GASES			
1) Are cylinders properly secured in an upright position?	☐	☐	☐
2) Are stored cylinders tightly capped and kept to a minimum?	☐	☐	☐
3) Are flammable materials stored more than 20 feet from oxygen cylinders?	☐	☐	☐
4) Are regulators, connections, and tubing in good condition?	☐	☐	☐
5) Is flammable gas tubing secured and labeled?	☐	☐	☐
6) If toxic gases are used, are appropriate leak sensors or alarms in place, regularly checked, and calibrated?	☐	☐	☐
7) If toxic gases with poor warning qualities are used (i.e. odorless), are redundant systems and shutoffs in place?	☐	☐	☐
J. ELECTRICAL EQUIPMENT			
General Equipment:			
1) Are appliances and electrical equipment equipped with ground plugs or properly grounded?	☐	☐	☐
2) Is the lab free from exposed wiring and frayed cords?	☐	☐	☐
3) Are extension cords for temporary use only, not overloaded, and six feet or shorter?	☐	☐	☐
4) Are two-prong appliances not located directly above or within a five-foot radius of flammables or sinks?	☐	☐	☐
5) Are electrical panels free from obstruction?	☐	☐	☐
Electrical Equipment or Apparatus Used for Research			
1) Has a risk assessment been performed and documented for each piece of “lab built” equipment according to the *Safety Risk Assessment for Lab Electrical Equipment* program?	☐	☐	☐
2) Has training been performed for those individuals who utilize the equipment?	☐	☐	☐
3) Has the equipment been modified in the last year? If so, has the risk assessment been updated?	☐	☐	☐
K. VACUUM EQUIPMENT			
1) Are vacuum pump belt guards in place?	☐	☐	☐
2) Are glass Dewars wrapped or shielded?	☐	☐	☐
3) Are protective shatterproof shields in place when vacuum equipment is used?	☐	☐	☐
4) Are glass desiccators under vacuum stored in metal guards or shielded?	☐	☐	☐
L. MACHINE SHOP SAFETY			
1) Have all personnel in the lab who use machine shop type tools (e.g. belt sanders, miter saws, band saws, drill presses, lathes, milling machines, laser cutters, etc.) received training? Is the training documented?	☐	☐	☐
2) Is machine guarding in good condition and working properly?	☐	☐	☐

Answering ‘no’ to any question identifies an area of your lab that may require corrective actions.

_____ _____

Name of Principal Investigator (print) Signature of Principal Investigator

_____ _____

Name of Department Head (print) Signature of Department Head