

Laboratory Self-Inspection Checklist

P.I. Name _____

The self-inspection checklist is a voluntary inspection process that helps identify gaps in core laboratory safety & compliance risks. The intent is to provide a tool that allows groups to conduct unannounced laboratory inspections to identify gaps in the leading causes of accidents and incidents in the laboratory.

College: _____ Department: _____ Building: _____ Room: _____

Yes	No	N/A	Laboratory Self-Inspection Checklist	Comments
Chemical Hygiene				
			Lab personnel can locate the Chemical Hygiene Plan (CHP).	
			Lab personnel can locate laboratory training documentation.	
			Lab personnel can locate Standard Operating Procedures (SOP).	
			Personal Protective Equipment (PPE) is available, appropriate and worn when necessary.	
			No eating, drinking or evidence is found in the lab.	
			Chemical waste is segregated, labeled and disposed of properly.	
			Sharps waste is disposed using the appropriate container. Needles cannot be recapped.	
			Gas cylinders are secured and capped when not in use.	
			Fume hoods/Local Exhaust are used correctly. (Certified, not overloaded and in visible working condition)	
			Chemical containers are in good condition, labeled, stored & secured properly.	
			Lab personnel can locate chemical spill supplies.	
			Bench tops, floors and fume hoods are free of chemical spills.	
Lab Security				
			All lab(s) are secure when unoccupied.	
Life Safety				
			Lab personnel can locate eyewash and safety showers and testing is documented.	
			Lab personnel can locate fire equipment (equipment cannot be blocked or inoperable).	
			Lab personnel can locate First aid supplies and they are not expired.	
Labeling & Signage				
			Lab equipment (i.e. refrigerators, microwaves, etc.) are labeled for designated use.	
			EHS room signs are posted and include PI name, placarding and after hour contacts.	
Inspection Comments:				

Your self-inspection results can be voluntarily shared with EHS by forwarding them to baker.779@osu.edu