



UNC - Pembroke Lab Safety Self-Inspection Checklist

The functional and academic departments are responsible for assigning personnel to conduct safety self-inspections at the frequency indicated on the checklist used and for undertaking corrective action for any deficiencies identified. The individual conducting the self-inspection should correct those deficiencies within his/her ability to correct and involve his/her supervisor and the Environmental Health and Safety Office as necessary. Where relevant, deficiencies should be communicated to the Department Head to assist in corrective action.

Laboratory Inspections (3 per Semester Prior-Mid-End)

Documentation and Records	Yes	No	N/A	Correction Date
All lights, including exit lights, are in working condition.				
Aisles and exits are clear of all obstructions.				
No stored items are placed within 18 inches of a sprinkler head or ceiling.				
All supplies and moveable equipment stored at least 12 inches off of floor.				
Work areas are free of debris and lab equipment and furnishings are in good condition.				
Hand washing facilities are clean, supplied with soap and towels.				
Caps are secure on all containers, including waste collection containers.				
All containers, including temporary secondary containers and hazardous waste containers are properly labeled and in good condition.				
Hazardous chemical waste is inspected to insure that the containers are compatible with the waste and free from leaks.				
Gas cylinders are properly chained, leak free and capped if not in use.				
Fume hood/laminar flow hood is clear of stored items and is operating normally (visual indication of flow, sound is normal, no odors).				
No food, tobacco, gum or cosmetic products are in use or stored in the lab.				
All lab occupants are wearing fully enclosed shoes and long pants. Safety glasses, lab coats, gloves and other protective equipment is available, clean and used by all lab staff.				
Inventory of hazardous materials is current.				
A Safety Data Sheet (SDS) is on file for all materials on the inventory and accessible at all times the lab is open.				
Emergency phone numbers are posted near the phone.				
Chemical Hygiene Plan is available to lab users at all times.				
Hood inspection sticker is current.				
Laboratory ceilings, floors, ventilation ducts and walls are free from damage.				

Extension cords are not used in place of permanent wiring. Electrical cords are protected from physical and chemical damage.				
Excess chemicals, hazardous waste and expired chemicals have been properly disposed.				
Corrosives are stored below eye level. (no more than 4-4.5 feet from ground).				
Flammable/combustible liquids are stored in a flammable storage cabinet or the total volume of flammables stored in the lab is less than 10 gallons.				
Backflow preventers are installed where needed.				

***A lab staff member familiar with all operations conducted in the lab should complete forms.**

***Completed forms must be retained for use in the annual inspection conducted by University Environmental, Health and Safety Office.**

COMMENTS:

Semester: _____	Department: _____
Building: _____	Room(s): _____
Inspector(s): _____	Inspection Date: ____/____/____