



**University of South Florida
Environmental Health & Safety
Laboratory Safety Checklist**

Building/Room Number:
Purpose: Routine <input type="checkbox"/> Follow up <input type="checkbox"/>
College:

A. Training & Documentation	Yes	No	Comments
All faculty, staff, & students have been trained referencing written lab-specific SOPs for chemicals, processes, and equipment			
All faculty, staff, & students have completed relevant EH&S training (SERIOUS)			
All faculty, staff, & students have received lab-specific safety training			
All faculty, staff, & students know how to report incidents to supervisor and EH&S			
All faculty, staff, & students know where to access SDSs			
All faculty, staff, & students know where to access the Chemical Hygiene Plan (CHP)			
Chemical inventory up to date			
Emergency information and phone numbers posted are up to date			
Location of first aid & spill kits, fire extinguishers posted and correct			
B. General Safety & Equipment	Yes	No	Comments
Broken glassware disposed in box labeled "Broken Glass" that is lined with a non-red bag			
Emergency eyewash/safety shower accessible (SERIOUS)			
Expired contents removed from required first aid & spill kits			
Eyewashes are flushed weekly			
Food, drinks, and applying cosmetics prohibited in lab			
Fume hood air flow is within acceptable range and has been tested by EH&S within the last year (SERIOUS)			
Fume hood air flow monitor operates appropriately			
Fume hood sashes kept closed when not in use			
If NIOSH approved respirators are used, it is in accordance with the USF Respiratory Protection Plan (SERIOUS)			
Needles, razor blades, scalpels and other sharps are not left unattended when not in use			
Personal protective equipment (PPE) available and worn (SERIOUS)			
Refrigerators and walk-ins have no evidence of mold contamination.			
Work areas free of clutter			
C. Chemicals & Gas Cylinders	Yes	No	Comments
Chemical containers are in good condition and compatible with their contents			
Chemical containers are kept closed when not in use			
Chemical containers labeled to identify contents			
Chemicals are segregated by hazard class (acids,bases, etc.)			
Chemicals not stored on floor, fume hoods, bench tops			

Flammables stored in flammable cabinets/refrigerators (SERIOUS)			
Flammable liquid storage does not exceed allowable quantities (SERIOUS)			
Gas cylinder regulators are not obstructed			
Gas cylinders are attached to a permanent fixture (SERIOUS)			
Gas cylinders are capped when not in use			
Gas cylinders are properly labeled & stored upright			
Gas cylinders are segregated by hazard class			
Non-flammable refrigerators & flammable cabinets labeled			
Time sensitive chemicals are less than one year old (SERIOUS)			
D. Hazardous Waste	Yes	No	Comments
All chemical spills have been appropriately decontaminated and surfaces cleaned regularly			
All solder and scrap metal are collected for recycling or disposal as hazardous waste			
Containers labeled "Hazardous Waste" with contents and nature of hazard (SERIOUS)			
Hazardous pharmaceutical waste is collected for disposal			
Hazardous waste containers kept closed when not in use			
Hazardous waste stored in a designated Satellite Accumulation Area (SAA)			
Hazardous waste-contaminated rags are managed as hazardous waste			
Hazardous wastes are being stored in compatible containers			
Requests have been made in CHEMATIX for the removal of all full waste containers.			
Spent lead-acid and recyclable batteries are being recycled			
Used mercury containing lamps managed appropriately			
Waste segregated by hazard class within the SAA			
E. Biomedical Waste	Yes	No	Comments
All BMW spills properly decontaminated			
BMW bags and sharps boxes labeled with name and contact information prior to disposal. Must be labeled with the international biohazard symbol and the words "Biomedical Waste"			
BMW bags are used for biomedical waste only (i.e. bags not used in broken glass containers)			
BMW contained at point of generation			
BMW containers are not overflowing			
BMW is separated from chemical waste			
BMW spill kit available (SERIOUS)			
Copy of BMW plan accessible			
BMW is placed in the appropriate vendor pick-up container			
Hand washing areas available			
No recapped needles in sharps container			
Non-sharp biomedical waste disposed in red bags			
Red bags disposed of within 30 days after first BMW item is placed in bag			
Red bags meet requirements as outlined by FAC 64E- 16.004 and copy of certification is available			
Red bags placed in outer container that is rigid, leak/puncture resistant, and labeled with the international biohazard symbol			

Sharps boxes are disposed of at ¾ full OR 30 days after first non-sharps item is placed in container			
Sharps disposed of in sharps container (SERIOUS)			
F. Fire Safety	Yes	No	Comments
All storage kept at least 18" below fire sprinklers			
Breaker panels are accessible (SERIOUS)			
Electrical cords in good condition (SERIOUS)			
Emergency exits unobstructed (SERIOUS)			
Evacuation routes posted in lab			
Exit signs illuminated and emergency lights operational			
Fire extinguisher inspected monthly			
Heat –generating lab equipment (autoclave, hot plate, water bath) is used according to manufacturer’s safety instructions			
No permanent use of extension cords			
Extension cords and power strips not daisy-chained			
No untreated wood or excessive storage of combustible trash			