

Environmental Health and Safety UNIVERSITY of WASHINGTON Laboratory Safety Checklist

Survey# 4750 Survey Date: 9/19/2018 Surveyor: Kushleika kush@uw.edu (206) 543-2835
 Building: AERO & ENG RESEAR Rooms Surveyed: 117

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Lab Contact:

Hazards:

Shared Space:

#	Yes	No	N/A	Question	Survey Comments	Date Corrected
Administrative Plans/Materials						
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do the lab staff have access to the current version of the UW Laboratory Safety Manual?		
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has the lab-specific information been added to the Laboratory Safety Manual?		
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Do all lab personnel have access to written SOPs that document safety procedures?	Adding an SOP for soldering activities is recommended.	
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Do all lab staff know how and when to report accidents, incidents, or near-misses in OARS?		
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Was a safety self-audit performed within the last 12 Months?		
Signage						
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are emergency contact numbers for lab staff, including after-hours emergency contact numbers, posted within the laboratory?		
7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is a lab hazard caution sign posted and current?	The sign should be updated, after the inventory in Mychem is moved to room 117.	
8	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is a biosafety door sign posted when agents are in use and removed when not in use?		
9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Are additional hazard warning signs (laser, magnetic fields, high voltage, etc) posted in lab near the hazard?	It would be prudent to add labels/signs to any power tools not authorized for use by students (such as the circular saw).	
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is a laboratory floor plan as described in the Laboratory Safety Manual posted?		
Hazard Communication						
11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has the lab's chemical inventory been reviewed and updated within the last year?	E-mail mychem@uw.edu to transfer the inventory from room 139 to room 117.	
12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Is the lab's contact information current in MYCHEM?		
13	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Can all lab staff readily access an MSDS/SDS via MYCHEM or hardcopy in the lab?		
14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Are all containers clearly labeled with their contents and primary hazard(s)?		
Lab Training						
15	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Has a safety training assessment been completed for laboratory personnel?		
16	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Has EHS safety training been completed and documented for all lab staff?	Not all needed EH&S trainings are in place. Pls/supervisors should complete "Lab Safety Compliance", "Lab Safety Practices" and "Managing Lab Chemical" courses.	

17	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Has lab specific training been completed and documented?</u>		
Personal Protective Equipment						
18	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Has a PPE hazard assessment been completed for all laboratory activities?</u>		
19	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Have all lab personnel completed PPE training?</u>		
20	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>If cartridge respirators are being used, have personnel been fit tested?</u>		
Emergency Kits						
21	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Does the laboratory have access to chemical/biological spill kits?</u>		
22	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Do lab staff have access to a fully stocked first-aid kit?</u>		
Food/Beverage						
23	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Is food and drink prohibited in laboratory areas?</u>	Food and drink should be excluded from UW laboratory work areas.	
Emergency Eyewash/Shower						
24	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are eyewashes and showers accessible within 10 seconds travel (approx. 50 ft.)?</u>		
25	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are eyewashes and showers free of obstructions?</u>		
26	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are eyewashes routinely flushed?</u>		
Ventilation						
27	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are processes that emit vapors, gasses, or fumes adequately captured by local ventilation (hoods, snorkel)?</u>	EH&S can assist with evaluation of air quality concerns.	
28	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are fume hoods kept uncluttered and are rear ventilation slots within the hood not blocked or covered?</u>		
Hazardous Waste and Disposal						
29	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are chemical waste containers in good condition and compatible with their contents?</u>		
30	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are chemical waste containers closed?</u>		
31	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are incompatible chemical wastes segregated by hazard class ?</u>		
32	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are all chemical waste containers labeled with a completed UW hazardous waste label?</u>		
33	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Are hazardous chemicals that are treated for disposal via sewer documented in a log?</u>		
34	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>Is lab glass placed in sturdy cardboard boxes that are labeled with the room number and Principal Investigator's name?</u>	Using a box for collection of used razor blades is recommended. Close and tape the box prior to disposal.	
Chemical Storage/Process						
35	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are flammable liquids stored outside of flammable liquid storage cabinets limited to 10 gallons in quantity, and are they stored in approved safety containers?</u>		
36	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are hazardous material quantities within limits allowed by the Fire Code?</u>		
37	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>If flammable liquids are stored in a refrigerator, are they in a refrigerator approved for flammable (or explosive) liquids?</u>		
38	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are all containers intended for chemical use in good condition (not corroded or leaking)?</u>		
39	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are all chemical containers closed?</u>		
40	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are incompatible chemicals segregated when they are being stored?</u>		
41	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Are hazardous materials storage cabinets properly labeled, and in good condition?</u>		
42	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Are chemicals stored on the floor in DOT approved carboys, metal containers, or glass containers provided with secondary containment?</u>		
43	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are chemical containers being stored away from sinks?</u>		
44	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Are corrosive chemicals stored below eye level?</u>		
45	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Are opened peroxide forming compounds labeled with the date they were opened and an expiration date?</u>		
46	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Is the lab free of chemicals that are old and no longer needed?</u>		
Compressed Gas Cylinders/Cryogen and LPG						

47	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Are highly toxic gas cylinders stored in a gas cabinet, ventilated enclosure, or fume hood?</u>		
48	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Are incompatible compressed gas cylinders in storage segregated?</u>		
49	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Are gas cylinder valve protection caps in place for gas cylinders not in active use?</u>		
50	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Are compressed gas cylinders secured to prevent them from falling or tipping?</u>		
Biological Safety						
51	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>If the lab works with biohazards involving recombinant DNA, human or non-human primate material, or pathogenic agents, does it have a Biological Use Authorization?</u>		
52	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>If conducting BSL1/ABSL1 practices or higher, is a sink available for hand washing?</u>		
53	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Are biohazardous blades, needles, and other sharps promptly disposed of in a sharps container?</u>		
54	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Is biohazardous waste autoclaved in a timely manner?</u>		
Pressure Vessel						
55	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>If pressure vessels are in use, are they approved for their operating pressure and mitigated to prevent injury?</u>		
Housekeeping						
56	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Is the lab free of slip and trip hazards?</u>		
57	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Is the lab adequately organized, orderly and clean to provide sufficient work space for operations without spills, accidents and other preventable incidents?</u>		
58	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Is there minimal glassware stored in the sink or on the bench top?</u>		
59	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are lab coats regularly laundered by Consolidated Laundry or similar Industrial laundry service?</u>		
Electrical Safety						
60	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are building electrical panels accessible?</u>		
61	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are extension cords or power strips not daisy-chained to each other?</u>		
62	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Exposed wiring or electrical cords in poor condition are not in use?</u>		
63	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Are ground fault circuit interrupters (GFCIs--either fixed GFCI receptacles/breakers or using adaptors) employed in wet locations?</u>		
64	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are extension cords used only as temporary wiring and not running under carpets, doors or through walls and ceilings?</u>		
65	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Is equipment with motors, heaters, and other high amperage needs plugged directly into a wall receptacle?</u>		
Radiation Safety						
66	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Are radioactive stock solutions secured in a locked cabinet when not in use?</u>		
67	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Are all Class 3B and-or Class 4 lasers inventoried with EHS Radiation Safety?</u>		
68	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>If the answer to 67 is Yes, are laser warning signs posted (Notice, Danger)?</u>		
Fire Safety/Prevention						
69	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are there 18 inches of clearance between stored items and fire sprinklers?</u>		
70	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Do suspended ceilings have all of their ceiling tiles in place?</u>		
71	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are laboratory doors kept closed when unoccupied?</u>		
72	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are fire extinguishers available, easily accessible, and free of obstructions?</u>		
Exit Access/Corridors						
73	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are aisles and exits within the laboratory space free of clutter and obstructions?</u>		
74	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are corridors and exits free of obstruction and hazardous materials/processed in accordance with UW Corridor Policy?</u>		
Seismic Safety						
75	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Are chemical containers stored safely on shelves with lips or in a closed cabinet to prevent them from falling in an earthquake?</u>		
Machinery						
76	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Are all hazardous pieces of machinery mounted or secured to prevent movement or tipping?</u>		
77	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>Are all points of operation, rotating components, and other moving parts of machinery properly guarded to prevent injury?</u>		

78 ☐ ☐ ☒ Is laboratory equipment with potential hazards routinely inspected and maintained or serviced as recommended?

Survey Mailed: Friday, September 21, 2018