

CFAES Lab Safety Checklist



THE OHIO STATE UNIVERSITY

COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

Principal Investigator/Supervisor:

Location (room # & building): _____ Date: _____

Administrative / Documentation

	Yes/No	Comments
✓ Written Chemical Hygiene Plan (CHP) for the lab.	Yes/No	
✓ Chemical Hygiene Plan has been reviewed and updated for current year.	Yes/No	
✓ Chemical inventory is in EHS Assist and has been updated in current year.	Yes/No	
✓ SOP's are written for lab specific chemicals or lab activities.	Yes/No	
✓ SOP's are written for any general laboratory hazards..	Yes/No	
✓ SOP's address proper handling of waste materials.	Yes/No	
✓ Lab personnel have taken a minimum of "lab standard" training and "Building Emergency Action Plan" training.	Yes/No	
✓ Lab specific safety practices have been gone over with lab personnel.	Yes/No	
✓ Documentation of all training is located in Chemical Hygiene Plan		

Housekeeping

	Yes/No	Comments
✓ No smoking, food & beverages rules are observed.	Yes/No	
✓ Food and beverages are not stored in the laboratory areas, refrigerators or in glassware that is also used for laboratory operations.		
✓ Laboratory surfaces are cleaned; disinfected or decontaminated after work is performed.	Yes/No	
✓ Laboratory and storage areas uncluttered and orderly (including bench top).	Yes/No	
✓ Aisles & exits are free from obstruction.	Yes/No	
✓ Work surfaces are protected from contamination.	Yes/No	
✓ Tops of cabinets and shelves are free from stored items.	Yes/No	
✓ Heavy objects are confined to lower shelves.	Yes/No	
✓ Hoods are not being used for storage.	Yes/No	

Electrical

	Yes/No	Comments
✓ Electrical Panels are free from obstructions	Yes/No	
✓ Electrical equipment is grounded or double insulated.	Yes/No	
✓ Boxes, Panels and receptacles are covered	Yes/No	
✓ Electrical cords are in good condition and are UL listed.	Yes/No	
✓ Tools and equipment are in good repair.	Yes/No	
✓ GFCI outlets in use within 6 feet from water source.	Yes/No	
✓ Power strips are one per receptacle and have a circuit breaker / fuse.	Yes/No	
✓ Extension cords: not permanent, through walls, or ceilings.	Yes/No	

Personal Protective Equipment

	Yes/No	Comments
✓ Required PPE is being worn.	Yes/No	

✓ PPE is not being worn outside of lab area	Yes/No	
✓ Protective gloves are available and matched to hazards involved.	Yes/No	
✓ Eye protection is available and in use in all laboratories.	Yes/No	
✓ Lab coats, tyvek garments etc. are available and in use.	Yes/No	
✓ Respirators are provided when necessary, and selected on the basis of hazard present.	Yes/No	
✓ Respirators are used correctly, cleaned after every use and stored in a convenient, clean and sanitary area.	Yes/No	

Chemical Hygiene

	Yes/No	Comments
✓ Chemicals are secured against unauthorized access.	Yes/No	
✓ Chemical containers are in good condition, closed securely, labeled properly and not stored on the floor.	Yes/No	
✓ Chemical Waste is identified, labeled, segregated, stored, and disposed of properly.	Yes/No	
✓ Safe handling and disposal of sharps	Yes/No	
✓ Corrosive chemicals are stored safely and segregated.	Yes/No	
✓ Water Reactive chemicals are stored safely and segregated.	Yes/No	

Flammable Liquids Storage & Handling

	Yes/No	Comments
✓ Flammable liquids are stored and used away from ignition sources.	Yes/No	
✓ Bulk quantities of flammable liquids are stored in approved storage cabinets.	Yes/No	
✓ Flammable liquid storage cabinets are properly labeled.	Yes/No	
✓ Flammable liquid storage cabinets close properly.	Yes/No	

Compressed Gas Cylinders

	Yes/No	Comments
✓ Gas cylinders are properly chained/secured.	Yes/No	
✓ Cylinder caps are in place when cylinders are not in use or being moved.	Yes/No	
✓ Gas cylinders are transported on a cart with chains.	Yes/No	
✓ Gas cylinders are stored away from excessive heat.	Yes/No	
✓ Fuel gas cylinders are at least 20 feet away from oxygen cylinders.	Yes/No	
✓ Gas cylinders are properly marked as to their contents.	Yes/No	
✓ Full and empty cylinders are stored separately.	Yes/No	
✓ Empty gas cylinders are labeled "EMPTY".	Yes/No	
✓ Gas lines, piping, manifold, etc. are labeled with the identity of their contents.	Yes/No	
✓ Hoses, tubing and regulators are in good working condition.	Yes/No	

Means of Egress and Emergency Exits

	Yes/No	Comments
✓ Exits are clearly marked.	Yes/No	
✓ Exits are free from obstruction.	Yes/No	
✓ All fire doors are self-closing.	Yes/No	
✓ All fire doors are kept closed.	Yes/No	
✓ Fire alarms are provided.	Yes/No	
✓ Telephones are labeled with emergency numbers.	Yes/No	
✓ Emergency evacuation routes are clearly posted.	Yes/No	
✓ Emergency evacuation routes are posted in common hallways.	Yes/No	
✓ Emergency exit lights are working and clear of obstruction.	Yes/No	

Safety Equipment

	Yes/No	Comments
✓ Fume hoods are used correctly and inspected annually.	Yes/No	
✓ Safety showers and eye wash stations located within 75' of laboratories.	Yes/No	
✓ Safety showers and eye wash stations are clearly labeled, and these areas are clear from obstruction.	Yes/No	
✓ All showers and eye wash stations are clean, covers are replaced and they in good working condition.	Yes/No	
✓ Fire extinguishers are available.	Yes/No	
✓ Fire extinguishers are the appropriate type for the hazard in the work area.	Yes/No	
✓ Fire extinguishers are checked monthly. Date of last check: _____	Yes/No	
✓ Fire detection devices, smoke alarms, sprinkler systems, lighted exit signs are in good working condition.	Yes/No	
✓ First-aid supplies are readily available and clearly visible.	Yes/No	
✓ Spill kit is available and clearly posted in laboratories.	Yes/No	

Other Labeling & Posting

	Yes/No	Comments
✓ Warning signs and labels are present whenever required (e.g. carcinogen, mutagen) where chemicals are stored.	Yes/No	
✓ "No Smoking" signs are posted in prohibited areas.	Yes/No	
✓ Emergency Procedures Flip Chart posted.	Yes/No	
✓ "Caution- Radioactive Material" signs are posted on doors of all authorized laboratories, and on refrigerators/freezers where materials are stored.	Yes/No	
✓ Biohazard symbols are posted on access doors to biohazard laboratories and animal rooms and on potentially contaminated equipment.	Yes/No	

Corrective Action Notes:

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