

Wellesley College Lab Safety Checklist

Inspected by:	Department:			
Science Center Room Number:	Professor:			Time:
EHS : TBD EHS Officer (OSHA/Safety) ext. 2762 Liam Henry EHS Officer (Hazmat) ext. 3483				
<i>Wellesley College EHS website provides information on Laboratory Safety Programs Wellesley College Chemical Hygiene Plan addresses how to safely work with hazardous chemicals to prevent occupational exposure in the laboratory.</i>				
	YES	NO	NA	BEST PRACTICE REGGULATIONS
BIOLOGICAL SAFETY				
OSHA Bloodborne Pathogens American Biological Safety Association (ABSA) Biosafety Links .				
Chairs are covered with a non-porous material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Used needles/sharps are not recapped, sheared, bent or broken before proper disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Wellesley College Biological Safety				
Excessive chemical or equipment storage within BSC.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Bunsen burners are used in biological safety cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	IBC Position on Bunsen Burner Use in Biosafety Cabinets
LAB POSTINGS				
Emergency Response Poster is readily available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evacuation routes are posted and known to lab occupants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
DOOR SIGN				
Door signs list emergency contact information and phone numbers; Special hazards identified.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory Door Signage Web App The Principle Investigator must have their name and 24-hour emergency contact information written on the Laboratory door sign.
Is a biohazard warning sign posted on the laboratory door sign for areas that used infectious agents and/or bloodborne pathogens?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Biological Level (BL1, BL2, etc.) must be posted.
Comments: Review of SOPs: List applicable lab specific SOPs:				

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	YES	NO	NA	BEST PRACTICE REGGULATIONS
PPE (PERSONAL PROTECTIVE EQUIPMENT)				
OSHA PPE fact Sheet				
Appropriate gloves present/worn, based on Hazard Assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review SDS to determine appropriate gloves for the application.
Lab Coats present / worn in lab	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate Safety glasses and/ or goggles are present and worn.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1910.133 - Eye and face protection.
Thermal gloves are readily available & used during heating operations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Liquid nitrogen/cryogenic area has face shield, cryo-gloves, apron available & they are used Appropriate Safety glasses and/ or goggles are present and worn.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory Safety Cryogenics and Dry Ice-OSHA
If lab staff wear respirators (including N95 filtering facepieces) have their exposure levels been evaluated by EHS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact EHS to have exposure levels tested
Staff wearing respirators are included in campus respirator program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is personal protective equipment free from damage and deterioration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICAL LIST/INVENTORY				
Chemical list/inventory is reviewed at least annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Wellesley College Chemical Hygiene Plan
CHEMICAL SAFETY				
Safety Data Sheets available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SDS sheets can be accessed online
Are there expired or older/unused chemicals in the laboratory?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dispose of chemicals that are expired or no longer in use through the hazardous waste program.
Has a Hazard assessment for certain chemicals been completed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hazard Assessment for a chemical
Comments:				

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	YES	NO	NA	Best Practice/Regulations
SPECIFIC CHEMICALS				
Ethidium Bromide (EtBr) – The areas where EtBr is used are labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hydrofluoric Acid (HF) – The areas where HF is located is clearly labeled. Calcium gluconate is available for first aid treatment. HF Training is provided for all that use HF.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Facts About Hydrogen Fluoride (Hydrofluoric Acid)
Peroxide Formers - Peroxide forming chemical containers should be dated on the container when they are received and opened.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Certain chemicals can form peroxides after prolonged storage, making the bottle potentially shock sensitive.
Pyrophoric chemicals are properly isolated from exposure to atmosphere.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Nitric acid stored separately from organic acids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Formaldehyde- SOP created and shared with lab members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	OSHA Fact Sheet Formaldehyde
PARTICULARLY HAZARDOUS CHEMICALS				
Have all particularly hazardous substances been identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Designated area(s) for acutely toxic materials, reproductive toxins and/or carcinogens clearly marked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are highly hazardous materials secure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CHEMICAL STORAGE				
Chemical Storage Resources (ACS)				
All containers and working solutions are properly labelled with the full chemical name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Large containers are not stored above shoulder level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Storing any chemical above eye level can be dangerous.
Is the certified flammable cabinet in good working condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corrosive chemicals are stored on a chemically resistant containment tray	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flammable chemicals stored only in flammables cabinets (or explosion proof refrigerators)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	REFRIGERATION/FREEZING OF FLAMMABLE LIQUIDS
Hazardous chemicals & chemical waste are not stored beneath sinks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chemical containers are compatible with the product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fisher Scientific Handbook
Comments:				

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ELECTRICAL				
Power Strip Safety Dos and Don'ts		Electrical Safety OSHA		
Is there at least three (3) feet clearance in front of electrical panels/breaker boxes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Extension cords were used properly (e.g., not daisy chained, used in place of permanent wiring)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical equipment, cords, plugs and wiring were not maintained in good condition.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
An area where wet conditions are anticipated was not protected by a Ground Fault Circuit Interrupter (GFCI).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EMERGENCY SHOWER AND/OR EYEWASH				
Eyewash is available and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Eyewash located in hallway
Safety shower is available and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shower located in hallway
Signage in place and visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
FIRE AND LIFE SAFETY				
Fire Safety				
Lab supplies are not stacked within 18" of sprinkler heads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency exit signs from labs are clearly marked and visible at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguisher is accessible at all times	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire extinguisher in hallway
Has the extinguisher been inspected and certified within the last year?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An outside contractor certifies all extinguishers on campus, which must be done annually.
Appropriate tubing used with Bunsen burners. Tubing is not damaged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	USE ONLY approved and rated tubing types. Below are examples of rated tubing: <ul style="list-style-type: none"> ➤ Kantleke gas burner tubing (Fischer Scientific #14-185-5) ➤ Eisco™ Connecting Hose for Bunsen Burner - CH0100A (Fisher Scientific)
FUME HOOD SAFETY				
Fume hood housekeeping was poor and/or had excessive clutter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Laboratory Safety Chemical Fume Hoods (OSHA)
Fume hoods are not used for storage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments:				

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GAS CYLINDER ITEMS				
Gas Safety Prudent Practices – Cylinder Handling				
A chain, bracket or other restraining device is used at all times to prevent cylinders from falling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cylinders of oxygen and other oxidizers are stored at least 20 feet from flammable gas containers or combustible materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cylinders have valve protection caps on at all times except when they are secured and connected to dispensing equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are cylinder contents adequately labeled and easily seen?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GENERAL SAFETY ITEMS/HOUSEKEEPING				
All food and beverages are stored outside of the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Refrigerators, microwaves labeled "Lab Use Only – No Food or Drink", and ice machines - "Not for Human Consumption"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Freezers are free of ice buildup, not over-filled, free of spills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If frost is too thick to see the inside walls of the unit, the unit should be defrosted.
Aisles clear of tripping and slipping hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exits from laboratory are not blocked, nor is movement through exit slowed, by equipment or materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exits cannot be blocked due to the need to escape quickly in emergencies.
Benches are relatively clean and free of clutter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hand wash sink with paper towels & liquid soap available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HAZARDOUS WASTE ITEMS				
Hazardous waste is properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Container Label Examples
Tags or labels on chemical waste containers were missing, incomplete, inaccurate or not legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hazardous waste containers are compatible with the waste.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Label identifying the SAA was missing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are biohazard containers overfilled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other SAA Finding (see comments)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comments				

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SHARPS/GLASS WASTE				
All non-biohazardous razor blades are properly disposed of in sharp containers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sharps containers are not filled above the "fill line" indicated on the container	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Glass only box is in good condition and is not overfilled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SOLDERING				
Lead Solder is used for soldering electronics?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A fume hood or local exhaust ventilation system (e.g., snorkel exhaust hood, benchtop fume extractor) designed to remove lead particulate, fume or vapors should be available for all soldering activities.
Ventilation provided at source for solder fumes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
SPILL KITS				
Guidelines for chemical Spill Response ACS				
Spill Kit is available and stocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact EHS
TRAINING				
Required training for lab workers has been completed, via Vivid online training and/or classroom training.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contact EHS for training information
Comments:				