



<b>Date</b>	
<b>College / Department</b>	
<b>Principal Investigator / Faculty</b>	
PI / Faculty Telephone Number	
PI / Faculty email address	
<b>Building Name</b>	
<b>Lab Room Number</b>	
<b>Lab Safety contact person</b>	
Lab Safety contact telephone number	
Lab Safety contact email address	
Lab phone number	
<b>Lab Type</b>	
<b>Chemical Types Present</b>	
___ Acutely Hazardous Substances (Carcinogens, Acute Toxins, Reproductive Toxins)	___ Flammables
___ Regulated Carcinogens	___ Explosives
___ Pyrophorics	___ Peroxide Formers
___ Water Reactive	___ Corrosives
<b>Personnel Present for audit</b>	
<b>Name (Print)</b>	<b>Email Address</b>
1. Lead Auditor:	Email Address:
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	



0	Documentation & Training		Comments
1	Lab Safety Manual accessible to all laboratory personnel.		
2	Initial Lab Safety Training documented.		
3	Lab Specific Safety Training documented.		
4	Hazardous Waste Handling Training documented.		
5	Fire Safety Training documented.		
6	Laboratory incidents documented.		

0	Hazard Communication		Comments
1	MSDS accessible (hardcopy or online)		
2	Containers Labeled with contents (full name, hazard warning and date. No chemical formulas for name.)		
3	Current chemical inventory accessible.		
4	Chemical storage cabinets labeled (i.e. corrosive, flammable)		

0	Emergency & Safety Information		Comments
1	Emergency information posted in the laboratory.		
2	NFPA fire diamond posted.		

0	Fire Safety		Comments
1	Storage clearance from ceiling is 18" from sprinklers, 24" without sprinklers.		
2	Fire extinguisher present/charged/accessible/tag updated/signage visible.		

**OK = Compliant; Not OK = Not Acceptable; N/A = Not Applicable to this laboratory**



0	General Safety		Comments
1	Exits/aisles/corridors are not blocked (24" minimum width)		
2	Laboratory doors kept closed.		
3	Safety shower & eyewash station accessible within 10 seconds travel time (travel distance not to be greater than 100 feet)		
4	Emergency shower / Eyewash station inspected monthly.		
5	Clearance area around safety shower at least 16" in each direction. Signage clearly visible.		
6	First aid kit present, stocked and without expired products.		
7	Chemical spill material or kit available, spill procedures known to staff.		
8	Gas cylinders secured upright with double chains to a stable structure (i.e. wall or with clam shell/frame casing).		
9	Gas cylinder valve protection cap in place when not in use.		
10	Refrigerators/freezers labeled with food and drink specifications.		
11	Sink available for hand washing.		

0	Personal Protective Equipment (PPE)		Comments
1	Closed-toe shoes and long pants worn by laboratory personnel.		
2	Lab coats worn.		
3	Gloves worn.		
4	Eye Protection worn.		
5	Adequate supply of specialty PPE available (i.e. UV/IR glasses, face shields, lab aprons, cryogenic gloves.)		
6	PPE contaminated with hazardous materials disposed of as Hazardous Waste.		

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0	Housekeeping		Comments
1	No food or drink in lab areas.		
2	Secondary containment provided for floor storage of glass bottles that contain chemicals.		
3	Minimal glassware on bench top.		
4	Minimal glassware in sink.		
5	Minimal glassware in fume hood.		
6	Proper waste disposal of sharps (broken glass, pipettes, needles, razors, et al.)		
7	Sharp containers less than ¾ full.		

0	Chemical Storage & Compatibility		Comments
1	Less than 10 gallons of flammables located outside flammable storage cabinet		
2	Maximum of 55 gallons flammable liquids per flammable storage cabinet, maximum of 3 flammable storage cabinets per lab/fire area. Bottom shelf reserved for secondary containment. Do not store on bottom shelf.		
3	Flammable storage refrigerator/freezer approved and labeled		
4	Minimal acids stored outside corrosive cabinet		
5	Strong acids and strong bases stored in secondary containers		
6	Incompatible materials properly segregated		
7	Chemicals stored safely (e.g. seismic restraints.)		
8	Combustible materials not stored with flammable chemicals		
9	Chemical storage cabinets clearly labeled (i.e. flammables, corrosives.)		
10	Chemical containers in good condition		
11	Corrosive chemicals stored below eye level		
12	Ethers and other peroxide formers dated		
13	Water reactive chemicals segregated, contained, and labeled		
14	Carcinogens segregated and stored in designated areas.		
15	Pyrophoric chemicals segregated, contained, and labeled		

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0	Fume Hoods		Comments
1	Air Flow Measurements Certified within one year		
2	Proper sash height indicated		
3	Sash at or below marked approval level		
4	Sash stoppers functional where present		
5	Hood illumination functional		
6	Audible/visual alarm functional		
7	Minimal clutter in hood (equipment, chemicals)		
8	Functional fume hood not used for storage		

0	Biosafety Cabinets		Comments
1	Certified within one year		

0	Chemical Waste Disposal & Transport		Comments
1	Safety cans available and labeled for disposal of solvents.		
2	Containers available and labeled for disposal of hazardous waste.		
3	Waste manifests or tags attached to waste cans, containers.		
4	Chemical waste containers in good condition and kept closed (i.e. no funnels in place).		
5	Sturdy cart available for transport of hazardous waste as needed.		
6	Hazardous waste in secondary containment.		
7	Designated hazardous waste storage areas.		
8	Chemical wastes collected at Satellite Accumulation Areas are disposed when full or within 270 days, whichever is sooner.		
9	Dry hazardous waste double-bagged in transparent bags.		
10	Hazardous chemicals/materials not found in regular trash.		

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0	Seismic Safety		Comments
1	Shelving and file cabinets 5' or over anchored/bolted		
2	Storage shelves have seismic restraints (e.g. lips, bars, bungee cords)		
3	High overhead storage is secured		
4	Heavy items stored on lower shelves		

0	Mechanical & Electrical Safety		Comments
1	Moveable parts guarded on equipment as appropriate		
2	Electric panel accessible		
3	Nothing posted on electric panel		
4	Plugs, cords, outlets in good condition		
5	No overloaded outlets, no daisy-chained power strips		
6	Extension cords only present for immediate use and do not pose trip hazards (i.e., taped down, covered)		
7	Power strips secured off the floor and away from liquids		
8	No power cords found under doors, carpets, or through ceilings		

0	Plumbing Cross Connections, Sinks and Drains		Comments
1	Air gap between water tap and open tank, container or vessel.		
2	Transparent "P Traps" kept clear of sediments and debris.		
3	Chemical Wastes collected in containers for wastes materials only. Do not pour wastes down a drain.		

**Instructions:**

Items in need of a corrective action are assigned a person responsible with a date due in the "Comments" section of the "SJSU Laboratory Safety Audit Checklist".

Completed audit checklists are retained for 3 years from the date of the audit.

This audit checklist is retained by \_\_\_\_\_

Office Building \_\_\_\_\_ Room \_\_\_\_\_

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