

 Environmental Health and Safety <small>UNIVERSITY OF CENTRAL FLORIDA</small>	Effective Date: 04/27/2018	Form Number: EHS_SOP342_FORM001
	TITLE: Laboratory Safety Manual Appendix D Laboratory Self-Inspection Checklist	

Date:				Department:			
Auditor(s):				Building/Room:			
				PI:			
	Y	N	NA		Y	N	NA
Laboratory personnel can locate the UCF Laboratory Safety Manual				Fire extinguishers inspected and not blocked			
Radiation, laser, biological signs posted *if applicable				Safety-shower and eye-wash inspected and not blocked			
Waste containers properly labeled, sealed, and in secondary containment				Laboratory fume hoods are not cluttered and not used for storage purposes. No red tagged fume hoods in use.			
Proper PPE used and dress requirements observed				Sufficient working space in hood			
All hazardous liquids are stored on shelves at or below eye level				Biosafety manual present in lab. *if applicable			
Spill kits available and in good condition				Paths to both exits are open and uncluttered			
Breaker boxes are easily accessible and not blocked.				Work area is free of clutter or contamination			
Chemical container(s) are in good condition, labeled properly, and not stacked on their side				Sharps precautions are used. Reusable sharps are stored with no sharp edges exposed.			
Chemical containers are bar coded and chemical inventory is up to date				No more than 5 gallons of flammable Liquids outside of flammables cabinets			
No glass containers on the floor				Oxidizers and solvents segregated			
Acids and bases properly segregated				No evidence of food or beverage storage in the lab.			
No use of open flames near flammable materials				Everyone in lab wearing close-toed shoes and protective eyewear			
Counters, floors, and fume hoods are not soiled with chemical residue or spills				Gas cylinders are properly restrained and segregated. Cylinders without regulators are capped.			
Refrigerator properly labeled (biological, radiological, food, etc)				Emergency plan displayed and in Lab Safety Manual			
Cloth chairs are not present in the laboratory				Empty container labels are defaced and barcode is removed from inventory			
*To be completed every month, does not need to be submitted to EHS. *If your lab has an ongoing inspection report, you can upload your fixes to findings on EHSA.							