**Laboratory Safety Inspection Checklist**

|  |  |
| --- | --- |
| PI / Supervisor: | Location: |
| Were any personnel working in the laboratory at the time of the inspection? | YES / NO |
| Inspection carried out by: | Date: |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Yes | No | N/A | Comments / Action Required\* |
| **A Hazard & Risk Communication:** |
| 1. Laboratory safety documentation available |  |  |  |  |
| 2. Are risk assessments being complied with |  |  |  |  |
| 3. Safety signs & notices clearly displayed |  |  |  |  |
| **B Housekeeping / General Lab Safety:** |
| 4. Laboratory uncluttered, clean, free of visible contamination & damaged glassware |  |  |  |  |
| 5. Needles / blades guarded when not in use |  |  |  |  |
| 6. All electrical equipment is PAT tested & safe |  |  |  |  |
| 7. Fridges / freezers are spark-free, uncluttered & their contents are boxed and labelled  |  |  |  |  |
| 8. Waste segregated (glass, sharps, chemical) |  |  |  |  |
| 9. No evidence of eating and drinking or food storage within the laboratory |  |  |  |  |
| **C Personal Protective Equipment (PPE) including Respiratory Protective Equipment (RPE):** |
| 10. Eye protection available & worn |  |  |  |  |
| 11. Chemical resistant gloves, matched to hazard are available and worn appropriately (single use) |  |  |  |  |
| 12. Laboratory coats available, clean & worn |  |  |  |  |
| 13. Appropriate RPE available where necessary |  |  |  |  |
| **D Chemicals / Chemical Storage:** |  |  |  |  |
| 14. Up-to-date inventory for all chemical held |  |  |  |  |
| 15. Containers labelled & in good condition |  |  |  |  |
| 16. Chemicals are segregated, stored safely & according to chemical compatibilities |  |  |  |  |
| 17. Winchesters are not stored / left on floor |  |  |  |  |
| 18. All chemical storage cabinets in good condition & bunded / spill trays used |  |  |  |  |
| 19. Chemical containers closed unless actively adding / removing contents |  |  |  |  |
| 20. Winchester carriers used when transporting hazardous chemicals between work areas |  |  |  |  |
| 21. Chemical waste not allowed to accumulate, correctly segregated & labelled |  |  |  |  |
| **E Flammable Liquid Storage and Handling:** |
| 22. Flammable liquids stored in approved fire-rated cabinets |  |  |  |  |
| 23. Minimum quantity stored on open bench |  |  |  |  |
| 24. Ignition sourced avoided when using / storing flammable liquids |  |  |  |  |
| **F Fume Cupboards / Local Exhaust Ventilation (LEV) incl. Air Extraction Arms:** |
| 25. Fume cupboards / LEV operating correctly |  |  |  |  |
| 26. Fume cupboards free of clutter |  |  |  |  |
| **G Compressed Gases:** |
| 28. Cylinders stored upright / secured at all times |  |  |  |  |
| 29. Correct regulators used for type of gas & display current valid test stickers |  |  |  |  |
| 30. Gas cylinders, lines / piping / tubing & manifold are in good condition & labelled |  |  |  |  |
| **H Emergency:** |
| 31. Fire doors kept clear & not wedged open |  |  |  |  |
| 32. Fire extinguishers / fire blankets in designated place, clearly visible & unobstructed |  |  |  |  |
| 33. First-aid kit available, stocked & items in date |  |  |  |  |
| 34. Safety shower / eyewash functional, tested regularly, clearly visible & unobstructed |  |  |  |  |
| 35. Eyewash bottles sealed & in date |  |  |  |  |
| 36. Spill control materials available in laboratory |  |  |  |  |
| **I Other**: *add any additional observations not covered above on a separate sheet* |
|  |  |  |  |  |
| **Signed:** | **Date:** |