

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 & labelled					
8. Waste segregated (glass, sharps, chemical)					
9. No evidence of eating & 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 & 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 chemicals 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 & banded / 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 & Handling:				
22. Flammable liquids stored in approved fire-rated cabinets				
23. Minimum quantity stored on open bench				
24. Ignition sources 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 sticker				
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: <i>add any additional observations not covered above on a separate sheet</i>				
Signed:				Date: