

BDU CAES

Laboratory Safety Checklist

Date ___ ___ ___ day month year	No. of Workers Normally in Lab ___ Minimum ___ Maximum	Department Lab Supervisor	Building/Room Lab Phone Number	Hazards Present in the Lab <input type="checkbox"/> Chemical <input type="checkbox"/> Biohazard <input type="checkbox"/> Radiation <input type="checkbox"/> Physical Hazards
Person Completing Checklist				

A. Laboratory Signage and Identification					
	Criteria	yes	no	n/a	Comments / Corrective Action to be Taken
1	Main entrance laboratory doors have a Laboratory Hazard Sign indicating current emergency contact information and hazards located within the lab.				
2	Hazard Specific Signage:				
	a) Equipment and Containers used to handle or manipulate radioactive material has the appropriate label.				
	b) Containers used to store bio hazardous material or waste, have the appropriate label.				
	c) Containers used to store chemicals or chemical waste, have the appropriate label.				
B. Laboratory Administration and Training					
	Criteria	yes	no	n/a	Comments / Corrective Action to be Taken
1	All personnel working with controlled products have taken generic Workplace Hazardous Materials Information System (WHMIS) training.				
2	All personnel have received lab specific training from designate or a supervisor.				
	Training includes a thorough review of hazards and risks associated with the specific job/task.				

3	Records for all safety training, including laboratory specific training, are available.				
4	PSDSs (Pathogen Safety Data Sheets) are located either in hard copy or on the desktop of a lab computer.				
5	Standard Operating Protocols (SOP) are in place for experiments conducted and/or equipment used in the lab.				
6	Hazard Specific Manuals:				
	a) Radiation Code of Practice is available in the laboratory.				
	b) Chemical Safety Manual is available in the laboratory.				
	c) Biosafety Guidelines are available in the laboratory.				
C. Physical Hazards					
Criteria		yes	no	n/a	Comments / Corrective Action to be Taken
1	Areas with specific hazards (i.e. lasers, high voltage, high magnetic fields) are clearly identified by signage.				
2	There is safe clearance for all equipment through walkways and doors.				
3	Stored material is stable and secure.				
4	Dangerous machine parts are adequately guarded/protected.				
D. Laboratory Housekeeping and Work Practices					
Criteria		yes	no	n/a	Comments / Corrective Action to be Taken
1	Door(s) to the laboratory are closed, and locked when the room is unoccupied. Access is restricted to authorized persons only.				
2	Food and drink are stored and consumed away from the laboratory.				
3	Laboratory surfaces are cleaned, disinfected or				

	decontaminated after use or at the end of the day.				
4	Areas where work with hazardous materials occurs (biohazard, chemical and radioactive) are segregated from non-hazardous work areas, desks and offices.				
5	The laboratory is clean, neat, and organized including, but not limited to, the floors, counter spaces and fume hoods. Passageways are clear and uncluttered.				
6	Hands are washed after gloves have been removed, before leaving the lab and at any time after handling materials known or suspected to be contaminated.				
E. Personal Protective Equipment					
	Criteria	yes	no	n/a	Comments / Corrective Action to be Taken
1	Appropriate lab coats, safety glasses/goggles, and gloves are worn when handling hazardous or potentially hazardous material or items.				
	a) Coat hooks for lab coats are located near the exit. Separate hooks are available for street clothes. Lab clothing is not in contact with street clothing.				
2	Shoes that fully cover the foot and floor length pants are worn in the laboratory.				
3	All respirator wearers have been fit in facial features				
4	Hearing protection is used when appropriate.				
5	Personnel have been trained on the proper use of required PPE				
F. Hazardous Waste Management					
	Criteria	yes	no	n/a	Comments / Corrective Action to be Taken
1	General Waste Management:				
	a) Waste containers are stored in a safe and secure area of the laboratory.				

	b) Syringes/needles and other sharp objects are disposed of into designated sharps containers.				
2	Biological Waste Management:				
	a) All bio hazardous waste is properly decontaminated before disposal.				
	b) Animal waste is sent to the appropriate animal facility.				
4	Chemical Waste Management:				
	a) Chemical waste is stored according to its compatibility.				
	b) Liquid waste is segregated from solid waste.				
	c) Chemicals and samples no longer required are disposed of.				
G. Emergency Preparedness					
	Criteria	yes	no	n/a	Comments / Corrective Action to be Taken
1	First Aid kits are easily accessible and stocked.				
2	Training for the use of emergency equipment is provided to everyone				
3	Fire Extinguishers are properly mounted and tagged with current certification tags.				
4	Emergency exit signs are marked, illuminated, and free of obstructions.				
5	An emergency eyewash station is provided in the lab or in close proximity to it with unconstrained access. Clear directions to its location are posted within the lab.				
6	An emergency shower is provided in the lab or in close proximity to it with unconstrained access. Clear directions to its location are posted within the lab.				