



# Vanderbilt University Laboratory Inspection

Inspector(s):

Date :

Department:

Building:

Room #:

PI (Last,  
First):

Lab Contact:

Laboratory Room  
Description:

Research Description:

# of Chemical  
Containers:

Fume Hoods:

# of Fume  
Hoods:

Compressed Gas:

List Gas(es):

Radiation:

List  
Isotopes:

Laser:

Class:

Biosafety Level:

**Lab Inspection Checklist**

PI:

Room:

General Safety		YES	NO	N/A
1	Are Lab Hazard Signs posted and do they contain accurate information?			
2	Have personnel been trained in appropriate lab safety, hazardous waste, spill, and emergency evacuation procedures?			
3	Does the lab have appropriate personal protective equipment available?			
4	Are lab personnel wearing appropriate personal protective equipment for the tasks being performed?			
5	Are work areas clean, orderly, and floors free of slip/trip hazards?			
6	Is a fully stocked first aid kit available?			
7	Is an eyewash station and/or emergency shower available and in working condition?			
8	Is the lab free of evidence of food consumption and smoking?			
Chemical Safety				
9	Does the lab have a Chemical Hygiene Plan?			
10	Does the lab have a current chemical inventory available?			
11	Does the lab have an administrator for the inventory?			
12	Are inventory tags (bar codes) removed from empties and given to the storeroom personnel?			
13	Are material safety data sheets (MSDS's) available for all chemicals used and stored in the lab?			
14	Does the lab have procedures for working with Particularly Hazardous Substances (carcinogens, mutagens, highly acute toxins, peroxide forming chemicals)?			
15	Are unattended reactions labeled with a description of the experiment and contact person?			
16	Are hazards and shipping requirements for newly synthesized chemicals properly documented and communicated to lab personnel?			
17	Are chemical containers and compressed gases properly labeled?			
18	Is the lab free of unnecessary, outdated, or unusable chemicals?			
19	Are incompatible chemicals and compressed gases segregated according to hazard class?			
20	Are compressed gas cylinders properly secured?			
21	Are refrigerators/freezers/ used for chemical storage properly maintained and clearly labeled for chemical storage only?			
22	Does the lab have a chemical spill response kit that is easily accessible and properly stocked?			
Fire and Electrical Safety		YES	NO	N/A
23	Are all aisles and fire exits free from obstruction?			
24	Are flammable liquids used and stored away from potential ignition sources?			
25	Are quantities of flammable liquids stored outside of storage cabinets kept to a minimum?			
26	Are fire extinguishers unobstructed, tagged with a current inspection tag, properly pinned, and fully charged?			
27	Are electrical receptacles, switches, and controls located as not to be subjected to liquid spills?			
28	Are all tools, equipment, and instrumentation in good condition and electrically grounded?			
29	Are all machine hazards properly guarded?			
Fume Hoods				
30	Are fume hoods operational, properly maintained, and not in alarm?			
31	Are lab personnel using fume hoods properly?			
Laboratory Waste				
32	Is there a designated area to store chemical waste?			
33	Is the waste storage area at or near the point of generation?			
34	Are all waste streams known and properly segregated?			
35	Are all liquid wastes stored in adequate secondary containment?			
36	Are all waste containers in good condition, properly sealed, and free of leaks or residue?			
37	Are all waste containers properly labeled with chemical waste tags?			



## LAB-SPECIFIC SAFETY TRAINING OUTLINE

The topics listed below should be covered at least annually by each laboratory group with participation documented by signature on the attached sheet. Documentation of participation in this training should be maintained in each laboratory for all workers that currently use the laboratory and kept up-to-date. Additional information regarding these topics can be found in the Chemical Hygiene Plan (CHP) and Emergency Response Plan (ERP).

1. Location of Material Safety Data Sheets (MSDS's)
2. Information on Particularly Hazardous Substances (PHS) or other highly hazardous materials used in the lab
  - a. Identification
  - b. Hazards
  - c. Special procedures for handling or storing
  - d. Designated work areas for using
  - e. Specific emergency response procedures
3. Special hazards in the laboratory
  - a. Procedures for working with or around
  - b. Specific emergency response procedures
4. Personal protective equipment (PPE) used in the lab
  - a. Types available (*Eye/Face Protection, Use of Lab Coats, Use of Gloves, Respirators, etc.*)
  - b. Proper use
  - c. Storing and caring for PPE
5. Laboratory and building alarms
  - a. Identification of various alarms
  - b. Response to various alarms
6. Emergency contact information
  - a. Lab contacts
  - b. Medical
  - c. Vanderbilt Police Department
  - d. VEHS
7. Emergency response equipment – location and use
  - a. Chemical spill response kits
  - b. Fire extinguishers
  - c. First aid kits
  - d. Emergency showers
  - e. Eye washes
  - f. Lab-specific response equipment/kits (if any)
8. General emergency response procedures
  - a. Chemical spills/releases
  - b. Chemical exposures
  - c. Personal injuries
  - d. Fire
  - e. Evacuation
  - f. Severe weather
9. Additional Laboratory Specific Safety Rules and Procedures

