

## Laboratory Safety Self-Assessment Form

This form is to be wiped-off and filled out monthly by a responsible lab member. Please store near CHP.

Date	PI/Lab Contact
Building	Assessment Completed by
Room	Department

Information/Postings	Yes	No	Comments
1. Chemical Hygiene Plan (CHP) is current, accurate and clearly posted at entrance(s)			
2. PSU's "Helpful Hints on Effective Use of Chemical Fume Hoods" is clearly posted			
3. SOP's available to employees and are accessible to Laboratory Safety Specialist upon inspection			
4. Emergency Contact Info is Clearly Posted near entrance(s) (either inside/outside door)			
5. Chemical Inventory recorded in campus-wide database			
6. No food or drink in areas where hazardous substances are used or stored			
<b>Employee Training</b>			
<b>ALL lab workers have completed:</b>			
7. Annual Laboratory Safety Training			
8. CHP Review & Training			
9. Any other applicable lab specific annual safety trainings: Radiation, Hydrofluoric Acid, Biosafety, Formaldehyde (Circle ALL that apply)			
<b>ALL training needs to be documented for each lab member</b>			
<b>Equipment</b>			
10. Fume hood(s) annual survey current; air flow is adequate; sash position marked			
11. Fume hood(s) are used with sash in appropriate position			
12. Fume hood vents (baffles) unobstructed			
13. Other local exhaust devices (e.g. gas cabinets, snorkels) functional			
14. Lab fire extinguishers unobstructed			
15. Eyewashes, drench hoses and safety showers available and unobstructed			
16. Eyewash and safety shower tested monthly by EHS			
17. Spill kit available and checked monthly by EHS (documented on kits in hallway)			
18. Shelves taller than 6' are secured to the wall			
<b>Personal Protective Equipment (PPE)</b>			
19. Appropriate clothing (no open toed shoes or bare legs) worn by ALL while in the lab			
20. Appropriate PPE (e.g. lab coats, safety glasses, etc.) used as necessary			
21. Safety glasses/goggles being used are appropriate for task (must have Z87+D3 approved eyewear for splash hazard)			
22. Appropriate gloves are worn when using hazardous chemicals and then disposed of properly after use			
23. If respirator is necessary (RARE occurrence in PSU labs), user has undergone fit test by EHS			

<b>Electrical Hazards / Fire Safety</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
24. Flexible cords not damaged, or run under doors, rugs, etc.			
25. Power strips plugged directly into outlet (no daisy chaining!)			
26. Emergency exits are identified and unobstructed			
27. Circuit breaker panels unobstructed (30" clearance)			
28. Ensure all ceiling tiles are present, in good shape and have no unauthorized penetrations			
29. 18" clearance from ceiling in all sprinkler enabled buildings			
30. Doorways and aisles have 44" minimal clearance			
<b>Chemical Storage</b>			
31. Chemical Inventory (in PSU's database) reflects actual storage in lab –check annually			
32. Containers clearly labeled with chemical name(s) and either HMIS or NFPA hazard rating			
33. Containers compatible with the chemical; container integrity maintained			
34. Chemicals segregated to avoid incompatibilities			
35. Chemical's shelf life not expired (if applicable)			
36. Containers kept closed and put away when not in immediate use			
37. Secondary containers used for storage of solvents and concentrated acids and bases			
38. Secondary containers used during transportation of hazardous chemicals			
39. Chemical storage cabinets/shelves properly labeled			
40. Chemical storage shelves equipped with a restraint lip or other system (e.g. door)			
41. Flammable and combustible liquids exceeding 5 gallons are stored inside an approved flammable storage cabinet			
42. Refrigeration units approved for flammables storage			
43. Highly toxic gases stored in ventilated gas cabinet			
44. Peroxide forming chemicals are labeled with receipt/test date(s) – see EHS or chemistry stockroom for labels/test strips			
45. Expired peroxide forming chemicals are removed			
46. Chemicals/work materials NOT stored inside fume hood. Only equipment used regularly stored in hood			
47. Gas cylinders secured with chain or nylon straps; caps on; tubing labeled			
48. Oxidizing cylinders (e.g. Oxygen) are stored at least 20 feet away from flammable gas cylinders (e.g. Hydrogen)			
49. Counter-tops are free of any residual chemical spills			
<b>Waste Storage</b>			
50. "Hazardous Chemical Label" filled out correctly and posted on container			
51. Containers sealed except during additions			
52. Containers compatible with waste and in good condition			
53. Sharps and bio-hazardous waste disposal appropriate			
54. Segregation/decontamination of potentially infectious wastes			

Additional Recommendations / Observations: \_\_\_\_\_

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Actions needed have been satisfied