

Annual Laboratory Safety Self-Assessment Form

(Retain a copy for your records in your EHS Safety Resources Binder)

Date	PI / Lab Contact
Building	Assessment Completed by
Room	Department

Information / Postings		✓ Action Needed	Comments
1	Lab Hazard / Contact Information sign is current, accurate, and clearly posted at entrance(s)	<input type="checkbox"/>	
2	OSU Laboratory Safety Quick-Reference Guide posted in a visible location near entrance(s)	<input type="checkbox"/>	
3	Areas requiring specific personal protective equipment, training, security clearance, etc., clearly posted	<input type="checkbox"/>	
4	Lab-specific Chemical Hygiene Plan available and updated/reviewed yearly	<input type="checkbox"/>	
5	Standard Operating Procedures (SOPs) are made and available for employees	<input type="checkbox"/>	
6	PI or lab manager has responded to corrective actions noted on previous lab assessment conducted by EH&S.	<input type="checkbox"/>	
7	Safety Data Sheet (SDS) information accessible	<input type="checkbox"/>	
8	Chemical Inventory recorded and up-to-date in EHSA database	<input type="checkbox"/>	
9	No Food or Drink in areas where hazardous substances are used or stored	<input type="checkbox"/>	
10	Lab/Shop has a Chemical Labeling Station	<input type="checkbox"/>	
Employee Training			
11	ALL Workers have completed: a. Laboratory Safety Training	<input type="checkbox"/>	
12	b. Hazardous Waste Training	<input type="checkbox"/>	
13	c. Safety Data Sheet (SDS) Training	<input type="checkbox"/>	
14	d. Other – as required	<input type="checkbox"/>	
15	Lab-specific training is completed and documented for each employee	<input type="checkbox"/>	
Equipment			
16	Fume hood(s) sash is in appropriate position with baffles unobstructed	<input type="checkbox"/>	
17	Limit storage of chemicals in actively used fume hood	<input type="checkbox"/>	
18	Eyewash and Safety Showers available and unobstructed	<input type="checkbox"/>	
19	Eyewash tested weekly by lab staff and documented	<input type="checkbox"/>	
20	Autoclave displays SOP, user log and enrolled in the Autoclave Testing Program	<input type="checkbox"/>	
21	BioSafety Cabinet certified annually, properly located & used appropriately	<input type="checkbox"/>	
22	Spill control materials available and adequate	<input type="checkbox"/>	
Personal Protective Equipment (PPE)			
23	Appropriate clothing (no shorts or open toed shoes) worn by ALL while in lab	<input type="checkbox"/>	
24	Appropriate PPE (e.g., lab coats, nitrile gloves, safety glasses, goggles, etc.) used as necessary	<input type="checkbox"/>	
25	Respirator use: Users enrolled in respiratory protection program (fit test and medical clearance) or complete voluntary-use documentation.	<input type="checkbox"/>	
Chemical Storage			
26	Containers clearly labeled with chemical names, or abbreviations (for containers less than 1 gallon). Abbreviation list and/or labeling scheme is posted.	<input type="checkbox"/>	
27	Containers compatible with the chemical; Container integrity maintained	<input type="checkbox"/>	

28	Chemicals segregated to avoid incompatibilities	<input type="checkbox"/>
29	Laboratory chemicals are not visibly deteriorated, or unfit for use, due to expiration or degradation	<input type="checkbox"/>
30	Containers kept closed except during transfers	<input type="checkbox"/>
31	Secondary containers provided for storage of solvents and concentrated acids or bases; when transporting any hazardous chemical; or during storage of any hazardous chemical on the floor (no glass containers are permitted on the floor)	<input type="checkbox"/>
32	Chemical storage cabinets properly labeled if chemicals are not readily visible	<input type="checkbox"/>
33	Chemical storage shelves equipped with a restraint lip or other system	<input type="checkbox"/>
34	Flammable and combustible liquids exceeding ten (10) gallons are stored inside an approved flammable storage cabinet.	<input type="checkbox"/>
35	Refrigeration units storing flammables are UL approved for flammable chemical storage.	<input type="checkbox"/>
36	Highly toxic gases (LC50 rat <200 ppm) stored in ventilated gas cabinet or in a fume hood	<input type="checkbox"/>
37	If unattended reaction is occurring, the materials are identified and labeled	<input type="checkbox"/>
38	Gas cylinders secured with chain or nylon straps; caps on; tubing labeled	<input type="checkbox"/>
Waste Storage		
39	Waste container containing any amount of waste must have an affixed EH&S hazardous waste label with content information	<input type="checkbox"/>
40	Waste container compatible with waste and in good condition. Waste container must be sealable (no parafilm or liquid in flasks/beakers)	<input type="checkbox"/>
41	Liquid waste primary containers are stored within secondary containment	<input type="checkbox"/>
42	No hazardous waste stored in sinks	<input type="checkbox"/>
43	Waste containers are closed except during additions (no funnels left in top of open containers)	<input type="checkbox"/>
44	Sharps for disposal are collected in approved puncture-resistant sharp container	<input type="checkbox"/>
45	Light bulbs and batteries are collected as hazardous waste for EH&S pickup or taken to Universal Waste collection area for pickup by EH&S	<input type="checkbox"/>

Additional Recommendations / Observations: _____
