



Laboratory Self-Inspection Sheet

Lab/PI Name: _____ Date: _____

Name of Individual Conducting Self-Inspection: _____

Building/Room numbers: _____

Laboratory self-inspections, if done regularly, help improve the safety culture of the lab. EH&S suggests that all lab members get involved in the self-inspection process and that self-inspections are discussed during lab meetings.

Want to save paper? You can also conduct a self-inspection via SciShield at: oregonstate.scishield.com

<u>Findings</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Add Details</u>
Are all potentially hazardous materials and/or chemicals labeled properly? ¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are chemicals stored properly (labeled, segregated, secondary containment)? ²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is food and drink consumed or stored in the lab? ³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all hazardous waste containers fully labeled, lidded/closed, and stored correctly? ⁴	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the lab maintaining good housekeeping practices? ⁵	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are all eyewashes unobstructed, tested, and documented weekly? ⁶	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Does the lab have and utilize proper personal protective equipment (PPE)? ⁷	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Are there any other concerns observed? ⁸	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Laboratory Self-Inspection Sheet

¹ All potentially hazardous materials must be labeled as to their contents. Ensure all containers are labeled with the full name. Abbreviations or acronyms may be used only if an acronym or abbreviation sheet is posted in the laboratory for reference.

² Chemicals must be stored in a storage cabinet when not actively in use. They should be stored away from incompatibilities, such as acids and bases stored separately as well as oxidizers and flammables. Chemicals should have secondary containment, always have a secure lid, and should not be stored in locations where they could be knocked over.

³ Food and drink cannot be consumed in a lab that contains hazardous materials.

⁴ Hazardous waste must always have a lid (when not actively adding waste to a container), must be in secondary containers, must always have a properly filled out hazardous waste label, and should always be kept in the fume hood or in a designated location.

⁵ Good housekeeping practices include: putting chemical bottles away after use, putting away clean glassware, wiping down lab benches, changing bench paper and/or pads, removing clutter, trash, or used gloves, ensuring the fume hood is not cluttered with storage of chemicals, spilt materials, or equipment.

If needed, conduct lab cleanout days where you can get rid of unused/unwanted chemicals or equipment that is no longer wanted.

⁶ Ensure all eyewashes are turned on and tested weekly. Test until water shows clear.

⁷ Basic PPE use includes the proper lab coat, safety glasses or goggles, gloves, closed-toed shoes, and long pants.

Other PPE that may be required includes special gloves for handling cryogenic liquids, face shields or blast shields, laser-specific eyewear, etc.

⁸ It is important that lab staff express and evaluate concerns they have in the lab. If there are other observations that are concerning, please make note and discuss with your PI and/or Lab Manager.