



Annual Laboratory Safety Self-Assessment Form

Date:	Lab Manager:
Building:	Assessment Completed by:
Lab No.:	Department:

Information / Postings		Yes	No	NA	Comments
1	Lab Hazard / Contact Information sign is current, accurate, and clearly posted at entrance(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Laboratory Safety Quick-Reference Guide posted in a visible location near entrance(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Areas requiring specific personal protective equipment, training, security clearance, etc., clearly posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Lab-specific Chemical Hygiene Plan available and updated/reviewed yearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Standard Operating Procedures (SOPs) are made and available for employees working in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Lab manager has responded to corrective actions noted on previous lab assessment conducted by safety unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Safety Data Sheet (SDS) information for chemicals is available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Chemical Inventory recorded and up-to-date and posted on cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	No Food or Drink in areas where hazardous substances are used or stored	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Lab has a Chemical Labeling Station	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Employee Training					
11	ALL Workers have completed: Laboratory Safety Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Hazardous Waste Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Safety Data Sheet (SDS) Training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14	Animal handling training for Pharmacology Labs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Lab-specific training is completed and documented for each employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment					
16	Fume hood(s) is in appropriate position with baffles unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Limit storage of chemicals in actively used fume hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Eyewash and Safety Showers available and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Eyewash tested weekly by lab staff and documented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Autoclave displays SOP, user log and enrolled in the Autoclave Testing Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	BioSafety Cabinet certified annually, properly located & used appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Spill control materials available and adequate	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Appropriate PPE (e.g., lab coats, nitrile gloves, safety glasses, goggles, etc.) used as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Containers compatible with the chemical; Container integrity maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28	Chemicals segregated to avoid incompatibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Laboratory chemicals are not visibly deteriorated, or unfit for use, due to expiration or degradation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30	Containers kept closed except during transfers	<input type="checkbox"/>	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Chemical storage cabinets properly labeled if chemicals are not readily visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Chemical storage shelves equipped with a restraint lip or other system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34	Flammable and combustible liquids exceeding ten (10) gallons are stored inside an approved flammable storage cabinet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	Refrigeration units storing flammables are approved for flammable chemical storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36	Highly toxic gases (LC50 rat <200 ppm) stored in ventilated gas cabinet or in a fume hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	If unattended reaction is occurring, the materials are identified and labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38	Gas cylinders secured with chain or nylon straps; caps on; tubing labeled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Waste Storage

39	Waste container containing any amount of waste must have an affixed hazardous waste label with content info. (Biowaste, Radioactive waste)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40	Waste container compatible with waste and in good condition. Waste container must be sealable (no para-film or liquid in flasks/beakers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41	Liquid waste primary containers are stored within secondary containment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42	No hazardous waste stored in sinks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43	Waste containers are closed except during additions (no funnels left in top of open containers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44	Sharps for disposal are collected in approved puncture-resistant sharp container	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45	Light bulbs and batteries are collected as hazardous waste for pickup or taken to Universal Waste collection area for pickup by University waste disposal unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Recommendations / Observations:



Inspection Report:

Note: The items in red / bold font indicate Vital safety/security criteria.

Grading for Laboratory:



Meets the standards of safety and security set by the college of Pharmacy.



Vital safety criteria is fulfilled, but needs improvement in specific areas mentioned in report



Does not meet the standards of safety and security. Lab is not suitable for carrying out scientific work until the vital safety criteria are fulfilled.