



## Monthly Laboratory Inspection Checklist

Conducted By: \_\_\_\_\_

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Lab PI: \_\_\_\_\_

**Directions:** Use this checklist (front and back) to help you inspect labs. Enter comments, FAILED questions, and optional photos online the website listed at the bottom of the second page.

I. Housekeeping				
		<i>Pass</i>	<i>Fail</i>	<i>N/A</i>
1	Lab is orderly and free of clutter - no rubbish on floors or benchtops, in drawers, in cabinets or under shelves/tables.			
2	Exits and walkways are free from obstruction.			
3	Hoods are NOT being used for storage.			
4	Used needles are stored in sharps containers; syringes are needle locking.			
5	Broken glass disposed of in proper containers.			
6	Electrical connections are safe (e.g., no overloaded outlets, damaged cables, etc.)			
7	Tops of cabinets and shelves are free from stored items.			
8	Heavy objects are confined to lower shelves.			
9	No food, beverages or smoking in lab or stored in lab areas			
10	Lab doors are kept closed or self-releasing when alarm sounds.			
II. Personal Protective Equipment and Hazard Communication				
		<i>Pass</i>	<i>Fail</i>	<i>N/A</i>
11	Protective gloves are available and matched to hazards involved.			
12	Eye protection is available and in use.			
13	Protective clothing (lab coats, Tyvek garments, etc.) are available and in use.			
14	Proper closed toe shoes are being worn.			
III. Compressed Gas Cylinders				
		<i>Pass</i>	<i>Fail</i>	<i>N/A</i>
15	Gas cylinders are properly chained and/or secured.			
16	Cylinder caps are in place when cylinders are not in use or being moved.			
17	Gas cylinders are stored away from excessive heat.			
18	No empty gas cylinders present in the lab.			
19	Gas lines, piping, manifold, etc. are labeled with the identity of their contents.			
20	Hoses, tubing and regulators are in good working condition.			
IV. Chemical/Flammable Storage & Handling				
		<i>Pass</i>	<i>Fail</i>	<i>N/A</i>
21	Incompatible materials are segregated.			
22	Corrosives and flammables are stored below eye level.			
23	Outdated materials are not present.			
24	All containers are properly labeled according to established KU EHS procedures			
25	Chemicals/samples stored by hazard class (flammable, corrosive, etc.)			
26	Electronic inventory for chemicals is available and up to date.			
27	Flammable liquids are stored and used away from ignition sources.			
28	Bulk quantities of flammable liquids are stored in approved storage cabinets.			
29	Flammable liquid storage cabinets are closed.			
30	Nothing is stored on top of flammable cabinets.			



<b>V. Waste Handling</b>				
		<i>Pass</i>	<i>Fail</i>	<i>N/A</i>
31	Waste streams are separated (e.g., solid vs. liquid, hazardous vs. non-hazardous, halogenated vs non-halogenated, etc.)			
32	Hazardous waste is labeled properly [e.g., contents, user name] and tracked.			
33	Only EHS waste containers in use; 1 container per type per lab (except Rm 130)			
34	Syringes/sharps disposed in sharps container & discarded as to EHS rules			

<b>VI. Safety Equipment</b>				
		<i>Pass</i>	<i>Fail</i>	<i>N/A</i>
35	Fume hood ventilation ports functioning.			
36	Safety showers and eye wash stations are labeled and free from obstruction.			
37	Eyewash stations tested (flushed for 1 minute) and are kept clear.			
38	Fire extinguishers are available and not obstructed.			
39	First-aid supplies are readily available.			
40	Spill kits are stocked and readily available.			
41	If carbon monoxide detectors are present, confirm it is working by testing it.			

<b>VII. Other Labeling &amp; Posting</b>				
		<i>Pass</i>	<i>Fail</i>	<i>N/A</i>
42	Equipment logbooks available and up-to-date.			
43	MSDS sheets and equipment manuals/training materials available.			
44	Unattended signs ["Experiment in Progress"] posted appropriately.			
45	Emergency contacts posted and up-to-date.			
46	Warning signs in use where necessary (e.g. carcinogen, mutagen)			
47	Lab users are following faculty-approved standard operating procedures (SOPs)			

<b>VIII. General Comments</b>				

Enter comments, FAILED questions, and optional photos online at:  
<https://cpe.ku.edu/cpe-lab-inspections>

**Key points to remember:**

- Anytime you see unsafe practices, politely ask the person to follow the rules.
- If someone points out a violation you are committing, take corrective action. Do not be offended — it is the rule.
- If problems continue, report them to the department chair, Laurence Weatherley ([lweather@ku.edu](mailto:lweather@ku.edu))