



# Science Laboratory Audit

Date: \_\_\_\_\_ Inspected By: \_\_\_\_\_ Department: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Status during Inspection: <input type="checkbox"/> Occupied <input type="checkbox"/> Unoccupied					<input type="checkbox"/> Lab <input type="checkbox"/> Equipment <input type="checkbox"/> Other
<b>General Work Area</b>					
	<b>Signs</b>	Yes	No	N/A	<b>Signs Comments</b>
OSHA	Signs: Exit, No Smoking,				
OSHA	Signs: "Laboratory Potentially Hazardous Substances"				
OSHA	Sign: "Emergency Electrical Shut-off valve"				
OSHA	Sign: "Emergency Gas Shut-off Valve"				
	Do all workers have a COF from the NYFD				
	<b>Physical Hazards</b>				<b>Physical Hazards Comment</b>
OSHA	Work and storage area & hoods free of clutter				
OSHA	Fire aisles, access to stairways and fire equip clear				
OSHA	No floor storage of materials / tripping hazard & emergency egress obstructions				
OSHA	Broken glass and/or sharps container available				
OSHA	Bench tops free of excess storage				
OSHA	At least one clear aisle with 3 feet wide to exit door				
OSHA	Glassware at pressures other than ambient wrapped or shielded				
OSHA	Where needed pulleys, belts, blades and other moving parts guarded				
	<b>Electrical Hazards</b>				<b>Electrical Hazards Comments</b>
OSHA	Electrical wires not frayed or creating trip hazard				
OSHA	All equipment grounded, GFI circuits near water sources				
OSHA	No Excessive use of extension cords				
OSHA	No Covers missing exposing live components				
	<b>Hoods &amp; Ventilation</b>				<b>Hood &amp; Ventilation Comments</b>
OSHA	Fume hood working properly and date and velocity labeled				
OSHA	Total number fume hood and certification dates				
	Biological safety cabinet (BSC) certified within last 12 ( Type )				
OSHA	Hoods free of clutter and excessive chemicals				
OSHA	Large pieces of equipment raised to allow air flow				
OSHA	Hood marked for 18" opening				
	<b>PPE / Respiratory Protection</b>				<b>PPE / Respiratory Protection Comments</b>
OSHA	Goggles gloves safety shields and protective clothing available				
OSHA	No unauthorized respiratory protection				
	<b>Emergency Preparedness</b>				<b>Emergency Preparedness Comments</b>
OSHA	Access to eyewashes, showers, fire extinguishers unrestricted and unblocked				
OSHA	Safety Shower, working, labeled and "dates checked" tag				
OSHA	Eye wash, working, labeled and flushed weekly				
OSHA	Eye wash station				
OSHA	Fire extinguisher ABC Fire Rating readily available within 50'				
OSHA	Fire extinguisher inspected & charged				
OSHA	Spill kit available				
OSHA	If available, First Aid Kit is wall mounted and stocked				
	Emergency contact numbers posted & phone available				
OSHA	Emergency Electrical and Gas Shut-offs				
	<b>Hazard Communication Signs, Labels, MSDS</b>				<b>Haz Comm Signs, Labels, MSDS comments</b>
OSHA	Special Hazards Signs (biohaz or radiation) where needed				
OSHA	Chemical containers marked with name and specific hazards				
OSHA	MSDSs available in work areas or nearby				
OSHA	Room chemical inventory available				



ANTIOCH  
COLLEGE

Chemical Storage			Yes	No	N/A	Chemical Storage Comments
OSHA		Flammable materials stored on open shelving				
OSHA		Flammables do not exceed limits for laboratory (15 gallon max including waste solvents)				
OSHA		Flammable liquids kept in closed containers when not in use				
OSHA		Flammable liquid cabinets labeled: "Flammable- Keep fire away"				
OSHA		Shelves in good condition				
OSHA		No storage near heat source, floor or above eye level				
OSHA		Metal shelves protected from acids				
OSHA		Where Nitric and Perchloric acids are stored, wooden and metallic shelves protected.				
OSHA		Secondary containment used with breakable containers stored on bench tops.				
OSHA		Containers intact and free of deterioration				
OSHA		Incompatible materials segregated (Oxidizers& flammables)				
OSHA		Stored nitric acid away from other acids				
OSHA		Severe poisons should have a dedicated cabinet				
OSHA		Non explosion proof, non flammable storage refrigerators free of flammables				
OSHA		Laboratory refrigerators with storage instructions posted on door (no flammables or food)				
Hazardous Waste Management						Hazardous Waste Management Comment
DEC		Waste containers closed and compatible with contents				
DEC		Secondary containment for hazardous wastes				
DEC		Waste container tight capped when not in use				
DEC		Hazardous Waste label				
Labeling /Sign						Labeling/Sign Comments
DEC		Waste accumulation area clearly marked (SAA)				
DEC		Waste containers clearly marked (Hazardous Waste and Chemical Name )				
Compressed Gas Cylinders						Compressed Gas Cylinders Comments
OSHA		Secured in upright position, cap in place main valve closed				
OSHA		Gas cylinders identified& stored protected from heat Sources				
OSHA		Hydrostatic testing within 5 yr. (ten yr. w/5pointed star stamped next to test date)?				
OSHA		Flammable gases separated from oxidizing gases and Grounded				
OSHA		flammable gases not excessive				
Radioactive Material Handling						Radioactive Material Handling Comment
		License posted and PI listed on the license				
		Has the materials user attended training in the last year				
NRC		Is "decay in place" used for storage and disposal of radioactive waste				
NRC		Is "non-decay in place" waste separated from "decay in place" waste				
NRC		Are receipt, usage and waste disposal logs available?				
		Is a copy of the "Radioactive Materials Management Plan" Available				
Regulated Medical Waste (RMW)						Regulated Medical Waste Comments
DOH		Are regulated medical wastes (RMW) generated?				
DOH		Is RMW separated from other solid wastes?				
DOH		Are sharps collected in red rigid leak-proof containers labeled "Regulated Medical Waste"?				
DOH		Door has proper signage				