

# Laboratory Safety Checklist

This **Laboratory Safety Checklist** is designed to help ensure compliance with safety standards and best practices in NDSU Laboratories.

Laboratory Safety Checklist	
<b>Laboratory Location:</b>	Click or tap here to enter text.
<b>Principal Investigator:</b>	Click or tap here to enter text.
<b>Inspected By:</b>	Click or tap here to enter text.
<b>Contact Email:</b>	Click or tap here to enter text.
<b>Date:</b>	Click or tap here to enter text.

General Laboratory Safety	Yes	No	N/A
1. A completed <a href="#">Emergency Information Poster</a> is posted on each exterior door of the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Lab space is clean, organized and free of clutter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Floors are clear of obstructions, and spills are cleaned immediately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. All laboratory personnel have completed applicable <a href="#">Laboratory Safety Training Courses</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. All laboratory personnel have received Lab Specific Safety Training that covers lab hazards, standard operating procedures, and emergency response procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Standard Operating Procedures (SOPs) are available for all laboratory procedures that involve hazardous chemicals, processes, or equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. All personnel are trained in applicable SOPs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Lab personnel training records are maintained and available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. There are no exposed or damaged electrical cords in the lab. Extension cords are only used temporarily and power strips are only plugged directly into an outlet.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Hot plates are unplugged when not in use. Heating functions are used only when personnel are present and monitoring equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Eating, drinking, and smoking are prohibited in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Protective Equipment (PPE)	Yes	No	N/A
1. Appropriate PPE is available in the laboratory. Lab personnel have received training on the use, limitations, and maintenance of PPE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Lab coats are worn by all personnel when necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Appropriate eye-protection is worn at all times in the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Gloves are worn and are appropriate for the hazards in use (e.g., chemical-resistant nitrile gloves, heat/abrasion-resistant gloves,...).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Appropriate footwear (closed-toe shoes) are worn in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Chemical Safety</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Chemical inventory is accurate and up-to-date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. A Safety Data Sheet (SDS) is available for every hazardous material in the lab and is quickly accessible in a SDS binder stored in the lab.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. All chemicals are clearly labeled with the full chemical name, hazard symbols, and expiration dates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Containers for chemicals are sealed and appropriately closed when not in use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Chemicals are stored according to their compatibility (flammable, acids, bases, toxic substances are separated).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Flammables are stored in flammable cabinets or flammable/explosion proof refrigerators/freezers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Fume hoods are in working order and used when handling volatile or hazardous chemicals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Hazardous waste is properly labeled and disposed of according to safety guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Biological Safety (If Applicable)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Personnel are trained in the proper handling and disposal of biological materials. <a href="#">NDSU Biosafety Webpage</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Lab personnel have reviewed the <a href="#">NDSU Biosafety Manual</a> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. A lab specific Biosafety Manual is available in the laboratory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Biological safety cabinets (BSCs) are certified annually and are used when handling biohazardous materials when necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. A completed Biosafety Door Sign is posted on each exterior door.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. All biological material is correctly labeled, contained, and disposed of.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Radiation Safety (If Applicable)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Radiation sources are properly labeled and stored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Radiation monitoring badges (dosimeters) are worn when necessary.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Radiation areas are clearly marked with appropriate warning signs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Radiation spill kits are available and personnel are trained in their use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Emergency Response</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
1. Eyewashes and safety showers are easily accessible, unobstructed, tested regularly, and in working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Fire extinguishers are accessible, fully charged, and regularly inspected.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. First aid kits are available, fully stocked, and easily accessible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Emergency exits are clearly marked and unblocked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Spill kits are available and appropriate for chemical and biological spills. Remember the Safety Office is available 24/7 to respond to any chemical or biological spill.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Contact the Safety Office with any Questions or Concerns!**

**701-231-7759**