

ALBERT EINSTEIN COLLEE of MEDICINE
of YESHIVA UNIVERSITY

JACK and PEARL RESNICK CAMPUS

DEPARTMENT of ENVIRONMENTAL HEALTH and SAFETY

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MEMORANDUM

TO: Principal Investigators and
Laboratory Workers

DATE: July 19, 2001

FROM: Anthony Chibbaro
Chief Safety Officer

SUBJECT: LABORATORY INSPECTION SELF-CHECK LIST

As part of our laboratory safety inspection quality assurance program, we are instituting a laboratory inspection self-check list (see attached). We are asking your help to increase safety awareness in your laboratory. The attached check list is to encourage involvement by laboratory personnel with safety matters prior to the Department of Environmental Health and Safety's regular inspection. Someone in your laboratory should be designated to complete this self-inspection form.

We look forward to your support to maintain and improve health and safety in your laboratory.

PLEASE REMEMBER TO RETURN THE ATTACHED INSPECTION FORM AS SOON AS IT IS COMPLETED.

Thank you.

/ab
attachment

LABORATORY INSPECTION SELF-CHECK LIST

A. HOUSEKEEPING

1. Is the room free of clutter? 1.
2. Are the aisles from the work areas to the available exits maintained free of obstructions? 2.
3. Are all safety equipment items unobstructed and ready for use? 3.
4. Is the room clean? 4.

B. FIRE SAFETY

5. Is the fire extinguisher hung in its proper location, unobstructed and ready for use? 5.
6. Is there less than 15 gallons of flammable liquids, including waste, stored in the lab? 6.

C. CHEMICAL SAFETY

7. Are the chemicals stored with compatible materials? 7.
8. Have the chemical fume hoods been certified in the last 12 months? 8.
9. Are the eyewash and deluge shower unobstructed and ready for use? 9.
10. Are the chemical waste containers closed and labeled with hazardous waste labels? 10.
11. Are all reagents and solutions properly labeled? 11.
12. Is the lab devoid of any dry picric acid, outdated ether or other similarly hazardous chemicals? 12.
13. Is a spill kit within a reasonable distance from the work area? 13.
14. Is appropriate protective clothing available for the chemical hazards present? 14.
15. Have the lab personnel in the laboratory been trained in the provisions and principles of the hazard communication program, **HAZCOM**? 15.
16. Are MSDS (Material Safety Data Sheets) sheets located where they are available to the laboratory workers? 16.

D. RADIATION SAFETY

17. Are all radioactive materials stored in properly labeled double containers? 17.
18. Is the containment for the radioactive waste properly shielded and labeled and adequate to preclude the spread of radiation? 18.
19. Are all required notices and signs posted at the lab entrances? 19.
20. Do lab personnel wear radiation film badges at all times, lab coats and gloves? 20.
21. Are work surfaces cleaned and monitored after a procedure? 21.

E. ELECTRICAL SAFETY

22. Are all electric cords in good condition and not frayed? 22.
23. Is the floor free of any electrical cords across normal traffic patterns? 23.
24. Are all hot plates and other electrical equipment turned off when not in use? 24.

F. GENERAL LABORATORY SAFETY

- 25. Are sharps discarded in sharps containers? 25.
- 26. Are work surfaces decontaminated daily and after a spill? 26.
- 27. Is the appropriate attire worn by everyone in the room? 27.
- 28. Is the laboratory free of evidence that personnel eat, drink, or smoke in the lab? 28.
- 29. Are all gas cylinders clearly labeled, secured and, if not in use, capped? 29.

G. ETIOLOGIC AGENTS

- 30. Are all containers of etiologic agents appropriately labeled? 30.
- 31. Are freezers, refrigerators, and similar storage units labeled with the biohazard warning sign? 31.
- 32. Are the storage containers adequate and properly labeled? 32.
- 33. Have all personnel been trained in general microbiological techniques such as aseptic technique? 33.
- 34. Are laboratory doors kept closed when experiments are in progress? 34.
- 35. Are all operations conducted over plastic backed absorbent paper or spill trays? 35.

H. BIOSAFETY LEVEL 2 OPERATIONS: MODERATE RISK AGENTS

- 36. Are all operations with etiologic (infectious) agents being performed inside biological safety cabinets. 36.
- 37. Have all biological safety cabinets used been certified within the last year? 37.
- 38. Are gloves being worn when handling infectious or toxic materials.? 38.
- 39. Is the entrance to the laboratory posted with the biohazard symbol and the name and emergency telephone number of the laboratory director or other responsible person? 39.
- 40. Are infectious wastes being stored in the lab for future autoclaving, and NOT left in the kitchen? 40.
- 41. Is there an SOP for a spill of the etiologic agent(s) used by the lab? 41.

Please conduct the above LABORTORY SELF INSPECTION, placing an check in the column on the right for each appropriate item. Any question which has a "no" for an answer should be corrected as soon as possible. If there are any questions concerning these items, or if you need assistance in carrying out any corrective action, please call EH&S at X3560. These inspections should be performed every 4 months. Return the signed, completed form to the Department of Environmental Health and Safety, Forchheimer 800.

Laboratory (Bldg and Room): _____ Date: _____

Principal Investigator

Inspected By