

Indiana University
Office of Environmental, Health, and Safety Management
LABORATORY SAFETY AUDIT

Appendix E, Form LCS-1

Department: _____

Building/Room No.: _____

Principal Investigator: _____

Lab Safety Officer: _____

Audited by: _____

Date Surveyed: _____

The Administration of Indiana University supports a safe research community that is expected to comply with applicable federal, state and local regulatory requirements. To ensure compliance with these regulations the Office of Environmental, Health, and Safety Management conducts regular Laboratory Safety Audits designed to identify potential EPA or OSHA violations.

General Laboratory Safety		Yes	No	Comments/Corrections
1.	Emergency information posted			
2.	Safety training completed by all lab personnel			
3.	Personal Protective Equipment (PPE) hazard assessment complete		✓	
4.	Lab Chemical Safety Plan and MSDS sheets available			
5.	Spill Response Guide and spill kit available			
6.	First aid kit available			
7.	Good housekeeping/all spills cleaned up			
8.	No food or drinks stored in chemical refrigerators			
9.	No food or drink in lab work areas			
10.	Exits and aisles are unobstructed			
11.	Fire doors and lab doors are unobstructed and not wedged open			
12.	Fire extinguishers present, unobstructed and in working order			
13.	Approved eyewash and shower available and unobstructed			
14.	Fume hood working properly			
15.	Machine guarding on all belts, pulleys, & mechanical devices			
16.	Extension cords not being used permanently			
17.	Electrical outlets not overloaded, piggybacked, or cascaded			
18.	Electrical cords are not frayed			
19.	Glass apparatus set up properly with all hose connections clamped			
Chemical Labeling, Handling, and Storage		Yes	No	Comments/Corrections
20.	All containers labeled (includes carboys, wash, & reagent bottles)			
21.	Container labels are in good condition and legible			
22.	Container labels have full chemical name and hazard identified			
23.	Chemical container integrity and lid are good			
24.	Chemicals segregated by hazard class and chemical compatibility			
25.	Flammable liquids are in approved cabinet (if >10 gal. in lab)			
26.	Refrigerated flammables stored in a proper fireproof refrigerator			
27.	Chemical storage freezers are defrosted			
28.	Chemicals are not stored in or around sinks or floor drains			
29.	Hazardous or corrosive <u>liquids</u> are not stored above eye level			
30.	Reactive and explosive chemicals are stored properly			
31.	All peroxide forming chemicals have date received or not expired			
32.	Perchloric acid digestions only in a perchloric acid fume hood			
33.	Fume hood not used for excess storage of chemicals or equipment			
34.	Gas cylinders stored away from ignition sources and secured			
Waste and Hazardous Waste		Yes	No	Comments/Corrections
35.	All sharps are disposed of properly in a labeled sharps container			
36.	Broken glassware is being disposed of properly			
37.	Biohazards and animal waste are stored and disposed of properly			
38.	All hazardous waste containers are labeled as "Hazardous Waste"			
39.	All waste containers are closed when not in use			
40.	Full waste containers are being delivered to EH&S or picked up			
41.	All waste is being disposed of properly (no drain or evaporation)			
42.	No storage of excess combustibles (boxes, cardboard, etc.)			