



UNIVERSITY OF MINNESOTA

Chemical Safety Audit Checklist

Building & Room Number: _____ **Date of Audit:** _____
Department: _____ **Auditor(s):** _____
Supervisor: _____

1. Safety Equipment	Working	Accessible	Last checked
a. fume hoods	_____	_____	_____
b. biological hoods	_____	_____	_____
c. eyewashes	_____	_____	_____
d. showers	_____	_____	_____
e. fire extinguisher(s)	A B C D	_____	_____

2. Housekeeping	Y	N
a. emergency numbers posted by telephone?	_____	_____
b. food, beverages and appliances absent from the laboratory?	_____	_____
c. food absent from chemical refrigerators and vice versa?	_____	_____
d. bench tops clean and unobstructed?	_____	_____
e. laboratory doors closed?	_____	_____
f. floors, aisles and exits unobstructed?	_____	_____
g. outside hallways uncluttered?	_____	_____

3. Chemical Storage	Y	N
a. <u>all</u> containers appropriately labeled?	_____	_____
b. chemicals stored appropriately (incompatibles separated)?	_____	_____
c. no flammables in unapproved refrigerators?	_____	_____
d. liquid chemicals equipped with secondary containment?	_____	_____
e. flammable liquids within allowable quantities?	_____	_____
f. gas cylinders secured and stored appropriately?	_____	_____
g. empty and full cylinders separated?	_____	_____

4. Waste Management	Y	N
a. chemical wastes labeled appropriately?	_____	_____
b. chemical wastes capped?	_____	_____
c. incompatible chemicals separated?	_____	_____
d. liquid chemicals equipped with secondary containment?	_____	_____
e. weekly chemical waste inspections documented (where required)?	_____	_____
f. sharps disposed in proper containers?	_____	_____
g. special bags used for autoclaving waste?	_____	_____
h. red waste bags used for infectious waste?	_____	_____
i. broken glass disposed in labeled container?	_____	_____
j. radioactive materials disposed in approved containers?	_____	_____

5. Mechanical Equipment

Y N

- a. guards in place (fans, centrifuges, drive belts)? _____
- b. belts/pulleys in good condition? _____

6. Electrical Equipment

Y N

- a. grounded? _____
- b. fitted with overload protection device? _____
- c. outlets located outside of hoods? _____
- d. motors intrinsically safe (where appropriate)? _____
- e. cords in good condition? _____
- f. current carrying parts not exposed? _____
- g. GFIs on outlets within 6 feet of a sink? _____
- h. electrical cords out of foot traffic areas? _____

7. Paper Work

Y N

- a. training records available? _____
- b. training records current? _____
- c. training records complete (for all employees)? _____
- d. Incident Report forms available (for work-related illnesses and injuries)? _____
- e. MSDSs accessible? _____
- f. *Chemical Hygiene Plan* accessible? _____
- g. written laboratory-specific SOPs available? _____
- h. staff knows the laboratory and/or departmental safety officer? _____
- i. *Hazardous Chemical Waste Management Guidebook* accessible? _____
- j. *Radiation Protection Manual* accessible? _____

Comments
