

# COLGATE UNIVERSITY

## Laboratory Safety Survey Form

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Laboratory Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Building: \_\_\_\_\_ Room: \_\_\_\_\_ Phone: \_\_\_\_\_

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In keeping with the policy of Colgate University to provide and maintain a safe work environment for its students, faculty, staff and guests, the Environmental Health and Safety Office will be conducting a safety survey of laboratories across the campus. The following survey form outlining the primary areas of concern will be completed by an inspector and provided to the Laboratory Supervisor for his/her information and initiation of corrective action as appropriate.

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S = Satisfactory

U = Unsatisfactory

N/A = Not Applicable

N/E = Not Evaluated

### Hazardous Materials

- \_\_\_ 1. Material Safety Data Sheets are readily accessible or reviewed.
- \_\_\_ 2. Chemical Hygiene Plan is available in the laboratory.
- \_\_\_ 3. Solutions and containers are clearly labeled and properly identified.
- \_\_\_ 4. A designated area has been established for the use of particular hazardous substances (regulated carcinogens, reproductive hazards, and highly toxics). The designated area is labeled or identified.
- \_\_\_ 5. Containers holding particularly hazardous substances have a warning label such as "carcinogen" or "cancer hazard".
- \_\_\_ 6. Chemical storage is segregated according to hazard class (oxidizers not with flammables or organics, acids not with bases, no water reactives under sinks, etc.)
- \_\_\_ 7. Peroxide-forming chemicals are dated upon opening and disposed of according to the standard operating procedures in Chemical Hygiene Plan.
- \_\_\_ 8. All chemical containers are capped and sealed except when actively adding or removing materials (no open funnels left sticking out the top of containers)
- \_\_\_ 9. Shelving for chemicals is sturdy and not overcrowded.
- \_\_\_ 10. Liquid and/or hazardous chemicals are not stored above eye-level, on top of refrigerators, cabinets, or on the floor.
- \_\_\_ 11. Damaged containers are removed or repaired immediately.
- \_\_\_ 12. Signs that meet OSHA standards are used to warn of potential hazards or unsafe practices.

### **Flammables**

- \_\_\_ 1. Flammable liquids are stored away from sources of heat, direct sunlight, and ignition and if refrigerated, only in a flammable or explosion proof unit.
- \_\_\_ 2. Flammable liquids (class IA, IB) are not stored in glass or plastic containers of a size greater than 1 gallon.
- \_\_\_ 3. Flammable liquids are stored inside an OSHA or NFPA approved flammable storage cabinet.
- \_\_\_ 4. Flammable storage cabinets are labeled "Flammable - Keep Fire Away."
- \_\_\_ 5. Transfer of flammable liquids from metal containers is done with proper bonding and grounding.

### **Electrical Safety**

- \_\_\_ 1. Ground fault interrupters are in use in wet areas.
- \_\_\_ 2. Extension cords are not used for fixed wiring, other cords are in good condition, and used appropriately.
- \_\_\_ 3. All electrical outlets have a grounding connection requiring a three-pronged plug.
- \_\_\_ 4. No electrical outlets or other spark producing devices are stored in the fume hood.

### **Cryogenic Materials**

- \_\_\_ 1. Cylinders are stored in a well-ventilated area.
- \_\_\_ 2. Protective gloves and face shields are used when handling.
- \_\_\_ 3. Handled only in vented containers.

### **Hazardous Waste**

- \_\_\_ 1. Specific collection containers are provided for: ( ) aqueous waste ( ) organic waste ( ) radioactive waste ( ) regulated medical waste ( ) solids ( ) mercury
- \_\_\_ 2. Containers are closed with screw cap at all times except when adding waste.
- \_\_\_ 3. Containers are labeled before adding waste.
- \_\_\_ 4. Waste labels clearly identify container contents.
- \_\_\_ 5. Hazardous chemicals are not evaporated in the hood.
- \_\_\_ 6. Hazardous chemicals are not disposed of in sinks.
- \_\_\_ 7. Liquids or toxic solids are not disposed of in the trash.
- \_\_\_ 8. Full waste containers are removed from the laboratory.

### **Regulated Medical Waste**

- \_\_\_ 1. All non-sharps biohazardous waste is contained in approved red biohazard bags that are secured to preclude loss of the contents.
- \_\_\_ 2. All syringes/needles/sharps are placed in an approved red sharps container bearing either the biohazard or infectious waste symbol.
- \_\_\_ 3. Sharps containers are kept closed to preclude loss of the contents.
- \_\_\_ 4. Full sharps containers and biohazard bags are removed from the laboratory.

### **Personal Safety / Hygiene**

- \_\_\_ 1. Laboratory workers are properly trained before beginning or participating in laboratory operations.
- \_\_\_ 2. Food and drinks are not stored or consumed within laboratory areas.
- \_\_\_ 3. Only refrigerators/freezers clearly marked and designated for food are used to store edibles.
- \_\_\_ 4. Laboratory sign is on door with contact name, contact information, and special precautions.
- \_\_\_ 5. Emergency telephone numbers are clearly visible on all phones.
- \_\_\_ 6. For pipetting, squeeze bulbs or mechanical devices are used, no mouth pipetting.
- \_\_\_ 7. Out of service equipment is clearly marked and rendered inoperable.
- \_\_\_ 8. Gas and vacuum hoses are in good condition.
- \_\_\_ 9. Equipment with moving parts is guarded to prevent injury.
- \_\_\_ 10. Laboratory doors are locked when not in use.
- \_\_\_ 11. Laboratory personnel wash hands frequently and before leaving lab.
- \_\_\_ 12. Laboratory workers are not allowed to wear shorts, other skimpy clothing, or open-toed footwear.

### **Safety Equipment**

- \_\_\_ 1. Chemical spill kit(s) are available.
- \_\_\_ 2. Laboratory fume hood label(s) are in place.
- \_\_\_ 3. Fume hood flow is not blocked or disrupted by excessive chemical or equipment storage.
- \_\_\_ 4. Personal protective equipment required in labs.  
 safety glasses                       face shield                       splash goggles  
 gloves                                       lab coats or aprons                       respirators
- \_\_\_ 5. Safety showers is completely unobstructed.
- \_\_\_ 6. Plumbed eyewash station is unobstructed.
- \_\_\_ 7. Eyewash fountain is flushed (for 3 minutes) weekly.
- \_\_\_ 8. First aid kit is present and adequately supplied.

## **Gas Cylinders**

- \_\_\_ 1. Compressed gas cylinders are secured at all times by a strap or chain.
- \_\_\_ 2. Appropriate tubing is used for the transport of flammable gasses.
- \_\_\_ 3. Flammable gas cylinders are not stored beside oxidizing gases.
- \_\_\_ 4. Protective caps are in place while gas cylinders are not in use or not connected.
- \_\_\_ 5. Empty gas cylinders are labeled as such and removed from the lab.
- \_\_\_ 6. Appropriate regulator is used on each cylinder.

## **Housekeeping/Fire Safety**

- \_\_\_ 1. Bench tops are clean and organized and environs maintained to eliminate unsafe conditions or harmful exposures.
- \_\_\_ 2. Excessive quantities of materials, chemicals, or plastics are not stored in labs so as to hinder adequate cleaning and maintenance of area or contribute to congestion, falls, spills.
- \_\_\_ 3. Empty bottles and containers are placed in blue collection bins.
- \_\_\_ 4. Floors are clean and dry.
- \_\_\_ 5. Glass is contained and disposed of only in designated receptacles.
- \_\_\_ 6. Cabinets and drawers are in good working condition and kept closed.
- \_\_\_ 7. Exits and aisles are maintained clear and free of obstructions.
- \_\_\_ 8. Fire doors from laboratory to corridor are kept closed.
- \_\_\_ 9. All personnel in the laboratory know location of the nearest appropriate fire extinguisher.
- \_\_\_ 10. Appropriate material is present to extinguish metal fires.
- \_\_\_ 11. Sprinkler heads are not obstructed.
- \_\_\_ 12. Fire extinguishers are properly mounted and not obstructed.
- \_\_\_ 13. Evacuation route and evacuation procedures are posted conspicuously.