

Laboratory Safety Self-Assessment Form

This form is to be wiped-off and filled out monthly by a responsible lab member. Please store near CHP.

Date Click or tap here to enter text.	PI/Lab Contact Click or tap here to enter text.
Building Click or tap here to enter text.	Assessment Completed by Click or tap here to enter text.
Room Click or tap here to enter text.	Department Click or tap here to enter text.

Information/Postings	Yes	No	Comments
1. Chemical Hygiene Plan (CHP) is clearly posted at entrance(s)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
2. PSU's "Helpful Hints on Effective Use of Chemical Fume Hoods" is clearly posted	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
3. SOP's available to employees and are accessible to Laboratory Safety Specialist upon inspection	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
4. Emergency Contact Info is Clearly Posted near entrance(s) (either inside/outside door)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
5. Chemical Inventory recorded in campus-wide database	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
6. No food or drink in areas where hazardous substances are used	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Employee Training			
ALL lab workers have completed:	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
7. Annual Laboratory Safety Training	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
8. CHP Review & Training	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
9. Any other applicable lab specific annual safety trainings: Radiation, Hydrofluoric Acid, Biosafety, Formaldehyde	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
ALL training needs to be documented for each lab member	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Equipment			
10. Fume hood(s) annual survey current; air flow is adequate; sash position marked	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
11. Fume hood(s) are used with sash in appropriate position	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
12. Fume hood vents (baffles) unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
13. Other local exhaust devices (e.g., gas cabinets, snorkels) functional	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
14. Lab fire extinguishers unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
15. Eyewashes, drench hoses and safety showers available and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
16. Eyewash and safety shower tested monthly by EHS	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
17. Spill kit available and checked periodically	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
18. Shelves taller than 6' are secured to the wall	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Personal Protective Equipment (PPE)			
19. Appropriate clothing (no open toed shoes or bare legs) worn by ALL while in the lab	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
20. Appropriate PPE (e.g., lab coats, safety glasses, etc.) used	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
21. Safety glasses/goggles being used are appropriate for task (must have Z87+D3 approved eyewear for splash hazard)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
22. Appropriate gloves are worn when using hazardous chemicals and then disposed of properly after use	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
23. If respirator is necessary, user has undergone fit test by EHS	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Electrical Hazards / Fire Safety	Yes	No	Comments
24. Flexible cords not damaged, or run under doors, rugs, etc.	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
25. Power strips plugged directly into outlet (no daisy chaining!)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
26. Emergency exits are identified and unobstructed	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
27. Circuit breaker panels unobstructed (30" clearance)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
28. Ensure all ceiling tiles are present, in good shape and have no unauthorized penetrations	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
29. 18" clearance from ceiling in all sprinkler enabled buildings	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
30. Doorways and aisles have 44" minimal clearance	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Chemical Storage			
31. Chemical Inventory (in PSU's database) reflects actual storage in lab	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
32. Containers clearly labeled with chemical name(s) and GHS hazard	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
33. Containers compatible with the chemical; integrity maintained	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
34. Chemicals segregated to avoid incompatibilities	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
35. Chemical's shelf life not expired (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
36. Containers kept closed and put away when not in immediate use	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
37. Secondary containers used for storage of solvents and acids and bases	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
38. Secondary containers used during transportation of chemicals	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
39. Chemical storage cabinets/shelves properly labeled	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
40. Chemical storage shelves equipped with a restraint lip or door	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
41. Flammable and combustible liquids exceeding 5 gallons are stored inside an approved flammable storage cabinet	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
42. Refrigeration units approved for flammables storage	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
43. Highly toxic gases stored in ventilated gas cabinet	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
44. Peroxide forming chemicals are labeled with receipt/test date(s) – see EHS or chemistry stockroom for labels/test strips	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
45. Expired peroxide forming chemicals are removed	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
46. Chemicals/work materials NOT stored inside fume hood. Only equipment used regularly stored in hood	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
47. Gas cylinders secured with chain or nylon straps; caps on	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
48. Oxidizing cylinders (e.g., Oxygen) are stored at least 20 feet away from flammable gas cylinders (e.g., Hydrogen)	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
49. Counter-tops are free of any residual chemical spills	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
Waste Storage			
50. "Hazardous Chemical Label" filled out correctly and posted on container	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
51. Containers sealed except during additions	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
52. Containers compatible with waste and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
53. Sharps and bio-hazardous waste disposal appropriate	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
54. Segregation/decontamination of potentially infectious wastes	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

Additional Recommendations / Observations: [Click or tap here to enter text.](#)

☐ Actions needed have been satisfied