

Lab Inspection Guide

Laboratory audits serve as key elements of UTK's policy to ensure that a safe and healthy working environment is provided for students, faculty, staff, and visitors. Laboratory PIs or supervisors have the responsibility of maintaining their laboratory area in a manner that controls hazards and minimizes risk.



Door Placards

Are door placards posted, accurate, and up to date?

Chemical Labeling, Storage and Transport

Are containers clearly labeled? Chemicals of different hazard classes segregated? Containers compatible with the chemical? Corrosives stored below eye level? Refrigerators containing flammables approved for flammable storage? Materials with short shelf life dated and disposed of per supplier's recommendations?

Hazardous Waste Management

Are containers compatible with waste? Containers kept closed except during transfer of materials? Containers labeled with UT Hazardous Waste label? Constituents are described with complete chemical name? Hazardous waste storage area is labeled with yellow Hazardous Waste Storage Area sign?

Fume Hoods

Each chemical fume hood has been surveyed for proper airflow? Fume hood vents are unobstructed? Fume hood is not overloaded? Sash glass is clean and maintained to have a clear visual path to work being done?

Compressed Gases

Storage quantities are minimized? Cylinders are secured from tipping by a chain or strap? Protective valve caps are in place? All cylinders including lecture bottles, if present, are stored upright?

Equipment & Physical Hazards

Flexible cords and other electrical equipment are in good condition? All electrical equipment is being used according to its design and approved use? Circuit breaker panels are unobstructed? Machines, instruments and tools have access panels/guards are in place?

General Work Environment

Space organized and free from clutter or potentially unsafe working conditions? Current storage conditions do not present a fire hazard and do not block sprinkler systems? Fire extinguisher is mounted on the wall and access is not blocked? Emergency eyewash and shower are accessible? Aisles are uncluttered and are without tripping hazards? All exits are unobstructed?

Personal Protective Equipment (PPE)

Appropriate equipment (such as gloves, safety glasses, goggles) is available and in functional condition? PPE is being worn correctly in the laboratory? PPE is being stored properly to guard against contamination or damage? Are respirators used as part of a respiratory protection program? Is hearing protection used as part of a hearing conservation program?

Personnel Knowledge and Practices

Do lab personnel know what to do in the event of an emergency, such as fire or injury, including evacuation routes? Do lab personnel know the location of and how to use emergency equipment, such as safety showers and eyewash stations? Emergency eyewash stations are tested weekly to ensure operation by lab personnel? Do lab personnel know how to clean up chemical spills and when to seek help? A written Chemical Hygiene Plan is available in the laboratory? Do lab personnel know who the Chemical Hygiene Officer for the lab is? Do lab personnel know what an MSDS or SDS is and where to find them and other safety information?

Training

Documentation of general lab safety training is available? Documentation of Hazard Communication (HazCom) with GHS training is available? All personnel who generate or handle hazardous waste have had hazardous waste training? Personnel have been trained and PPE Training Certification Forms are available for review? Documentation of lab-specific training on SOPs is available?