

LSU Laboratory Safety Accreditation Audit Form

Audit Date

Department

Auditor/s

Building/Room

PI



A. Training	Y	N	n/a	Comments
PI or designee provides lab-specific training to new employees and current staff as new hazardous substances or safety procedures are introduced:				
Hazardous Communications training complete				
Laboratory Safety presentation reviewed				
Required video training complete (3)				
PPE for laboratory reviewed				
Dress Requirements for lab reviewed				
Safe use of lab equipment, e.g autoclaves, centrifuges, glove boxes, hoods demonstrated				
Have personnel required to move, disconnect, and connect compressed gas cylinders been formally trained to do so? (Compressed Gas Association requirement.)				
SOP's reviewed and available				
Unauthorized, impromptu procedures not allowed				
Evacuation Drill Plan reviewed				
Employee trained in Chemical Inventory System				
Training documented via hardcopy and/or the Environmental Health and Safety Assistant Software				

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B. Hazard Communications	Y	N	n/a	Comments
MSDS accessible for all materials				Net <input type="checkbox"/> Hard copies <input type="checkbox"/>
Each lab worker capable of producing an MSDS				
Chemical inventory system reviewed				
Inventory present in lab or available on system				
Outside door postings present(EHS)				
Radiation, Laser, Biological, Cryogenic signs posed as needed				

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C. Protective Equipment	Y	N	n/a	Comments
Protective gloves present and worn				
Gloves appropriate for the task/chemical?				
Utility gloves for cryogenics/autoclaves?				
Lab coats present and worn				
Safety glasses worn at all times, face shield and goggles available and used as needed.				
Sharps container present				
No respirators in the lab except Dust respirators				EHS testing required for other respirators
Is equipment properly labeled warning of noise hazard?				
Closed-toed shoes used in lab?				
Emergency exit lights working				
Self closing doors working and closed				
Dress requirements being observed				
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D. Fume Hoods and Glove Boxes	Y	N	n/a	Comments
Engineering controls, room air flow, make up air etc. working				
Current inspection, status label for chemical hoods				
No red-tagged hoods in use				
No impeded air flow				
Sufficient working space in hood				
Hood sash maintained at correct level				
Perchloric acid hood present and functional				
Audible and visual alarms functional				
Hood not used as storage for "old" chemicals				
Hood sashes closed when hood is not in use.				
No power strips or variacs in hood				
Hood access not blocked by furniture, other items				
Glove Boxes inspected annually				
Procedures for Glove Boxes posted or reviewed				
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E. Health and Housekeeping	Y	N	n/a	Comments
Safety showers free from obstruction				
Fire extinguishers free from obstruction				
Eyewashes free from obstructions				
Power shutoffs free from obstruction				
Aisles, corridors, stairwells, exits unobstructed?				
Storage areas: free from materials that present trip, fire, explosion, or pest harborage issues?				
No gas cylinder by the exits				
Path to exits open and uncluttered				
Sufficient bench-top space				
Work areas free from clutter				
Excess combustible materials removed?				
No evidence of eating, drinking, food storage, beverage containers, make-up application, or mouth pipetting?				
Sink with paper towels and soap available?				
Waste boxes for uncontaminated glassware: free of syringes or needles, chemical or biological vials, and not over full.				
Microwave oven and ice machine labeled "Not for Food/Drink"?				
Lab Surfaces clean				

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F. Emergency Response	Y	N	n/a	Comments
Are emergency contacts telephone numbers posted by phone				
Are emergency procedures and evacuation routes known by all employees?				
Emergency response guide present				
Shower present and tested				
Shower location marked				
Ball valve type shower present and tested				
Eyewash location marked				
Plumbed eyewash present				
Bottle eye wash station present				
Eye wash routinely tested or dated				
Spill response station present				
Spill kits for acids/bases/ solvents avail.				
HF spill kit as needed				
HF treatment (calcium gluconate) avail and not expired				
Fire extinguisher present/correct type				

Are fire extinguishers immediately accessible, and do all employees know their location?				
Fire extinguisher has current inspection				
First Aid Kit is available, complete and dated				

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G. Chemical Storage and Usage	Y	N	n/a	Comments
<5 gal. flammables outside flam cabinet				
No glass containers on floor				
Sufficient corrosive material storage				
Sufficient flammable material storage				
Volatile materials used in hood				
All chemical containers identified and properly labeled				
Oxidizers and solvents segregated				
Acids and bases segregated in secondary containment				
Containers in good condition, no leaks				
Containers all capped/sealed				
Expired material properly addressed				
HF and Perchloric Acid used properly				
Peroxide forming material handled properly				
Unstable Chemicals Dated and periodically reviewed for stability				
Lecture bottles of NFPA class 3 or 4 material stored in hood				
Only a few chemicals missing inventory label				
Is there a periodic review of old chemicals for disposal				
Signs of inventory system being used				
No flammable chemicals stored in refrigerator unless refrigerator is intrinsically safe				
Refrigerator properly labeled				

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H. Physical Hazards	Y	N	n/a	Comments
Extension cords for temporary use only (90 days)				
Extension cords not a trip hazard				
No overloaded outlets				
Equipment properly grounded				
Electrical cables and cords secured, if in pathway?				
Cords clear of sinks, burners, aisles?				
Are electrical cords run through doors, windows, under carpeting, or above ceilings?				

No two-prong adaptors?				
Is access to electrical panels unobstructed? (36-inch clearance is required)				
Does high-voltage equipment have proper labels warning of the hazard?				
Only UL approved outlet boxes				
Laser eye protection present				
Laser warning signage present				
No frayed wires present				
Cryogenic hazard signs or labels present				
No dry ice, liquid N2, or compressed gas cylinders (except air) stored in cold or warm rooms (unless O2 monitor installed for simple asphyxiants)?				
Clothing/eyewear present for cryogenics				
No more than two cylinders secured together				
Compr. gas cylinders strapped/secured				
Protective cap on stored gas cylinders				
Flamm/oxidizer gases stored separately				
Cylinders not by door or blocking egress				
Acetylene precautions taken				
Large number of cylinders in room (NFPA rule)				
UV Eye protection present				
Machine guards present on moving equip.				
Method for handling and disposal of sharps				
Process for usual procedures or unattended running equipment				

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I. Hazardous Waste	Y	N	n/a	Comments
Sign at sinks, "Don't pour waste down drain"				Eliminated containers near accumulation point
Does your laboratory make sure to submit all hazardous and potentially hazardous substances for hazardous waste pickup, and not pour them down the drain?				
Container is compatible with waste				
Container is properly labeled (see below)				
Is the original label covered if the original material is not in the bottle				
No abbreviations or formulas are used as proper name				
Waste labeled with LSU label if not original material				
Material is a true waste, not an "old" chemical				
Container is not in sink				

Waste in Secondary containment				
Waste bottles closed with no open funnels				
Incompatible wastes separated for safety				
Less than 55 gallons of waste present				

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J. Biohazards	Y	N	n/a	Comments
Recombinant DNA work not being performed				(Registered ?)
Biological agents not being used				(Registered ?)
Biological toxins not be used				(Registered ?)
No food or drink in the laboratory				
Refrigerator has " No Food" signs				
Biological safety cabinet present used and free from excess storage				
Biological safety cabinet has current annual inspection				
Sash in place and operable				
Work surfaces are decontaminated at least once a day and after any spill of viable material.				
Materials properly labeled				
Proper waste container				
Proper decontamination procedure				
Work area warnings posted				

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	Y	N	n/a	
A. Training	0	0	0	
B. Hazard Communications	0	0	0	
C. Protective Equipment	0	0	0	Final Audit Score
D. Fume Hoods and Glove Boxes	0	0	0	
E. Housekeeping	0	0	0	#DIV/0!
F. Emergency Response	0	0	0	
G. Chemical Storage and Usage	0	0	0	Pass _____ Fail _____
H. Physical Hazards	0	0	0	
I. Hazardous Waste	0	0	0	
J. Biohazards	0	0	0	
Totals	0	0	0	