



GENERAL LABORATORY SAFETY Self-Assessment Checklist

The Office of Environmental Health and Safety encourages laboratories to conduct safety surveys of their areas on a regular basis. In order to guide you in this self-assessment, we have created a checklist of general laboratory safety items that are relevant to most research laboratories at Yale University. We encourage you to do this safety survey at least twice a year and discuss the results with others in your laboratory.

This survey does not include biological safety or radiation safety issues. Self-assessment checklists for laboratories specific to hazards relating to biological agents or radioactive materials will be available soon. Please contact your Safety Advisor if you have any questions or need assistance with these self-assessments. This self-assessment does not replace the annual laboratory safety inspections that are conducted by your Safety Advisor.

| Chemical Storage and Handling | |
|--------------------------------------|---|
| | Label all chemical containers and equipment containing chemicals with identity of contents |
| | Handle volatile/hazardous chemicals inside fume hood |
| | Wear gloves to protect against potential skin contact – refer to section 2 in the Yale Chemical Hygiene Plan for glove material selection. Alternatives to latex, such as nitrile, should be readily available in a variety of sizes |
| | Wear safety glasses in laboratory |
| | Wear lab coats when working in laboratory |
| | Use chemical carriers to transport liquid hazardous chemicals between labs |
| | Store chemical containers properly – not on floor, away from edges of benches |
| | Store flammable liquids in flammable cabinets or flammable-rated refrigerators |
| | Store corrosive/ flammable/ toxic liquids below eye level (~5 feet) |
| | Verify that all chemical containers are in good condition |
| | Verify that all chemicals containers are securely covered/ closed |
| | Store chemicals segregated by hazard class |
| | Verify ethers and other peroxide-forming chemicals are dated/ not expired (1 year after receipt if an expiration date is not indicated by the manufacturer on the container). See Section 3 in the Yale Chemical Hygiene Plan for further information on peroxide formers |
| | Verify satellite accumulation areas are located at or near the point of generation – chemical waste cannot be transported in the hallways by laboratory staff |
| | Verify all chemical waste containers are closed – funnels cannot be left in waste bottle |
| | Label chemical waste containers properly with the words “Hazardous Waste” and the complete chemical name |

| Compressed Gas Safety | |
|------------------------------|---|
| | Secure gas cylinders properly, keep capped when not in use |
| | Segregate gas cylinders by hazard class |
| | Use toxic gases inside ventilated cabinets /fume hoods |
| | Verify CGA connections on regulators are appropriate for gas(es) in use |
| | Verify regulators in use are not leaking and in good condition |
| | Verify regulators in storage are bagged and protected from damage |
| | Verify cylinder changeout procedure is posted at gas manifold systems |

| Emergency Equipment | |
|----------------------------|--|
| | Verify eyewash/shower stations easy to access and clear (16" around) |
| | Test/activate eyewash stations weekly |
| | Ensure fire extinguishers are accessible |
| | If flammable metals are used or stored in lab, ensure Class D fire extinguishers available |
| | Ensure chemical spill kit/clean up material available |

| Laboratory Fume Hoods | |
|------------------------------|---|
| | Keep all work and material located at least 6 inches inside fume hood |
| | Ensure air flow is not blocked by equipment/materials stored in hood |
| | Keep sash lowered/closed when not being used |
| | Keep sash at or below arrows when in use, as applicable – refer to Safe Use of Chemical Fume Hood sticker on hood for proper sash positioning |
| | Check OEHS certification sticker to verify fume hood inspected within past year |

| Physical Safety | |
|------------------------|--|
| | Verify furniture sturdy/appropriate |
| | Verify equipment set-up secure/ appropriate |
| | Keep aisles clear and uncluttered |
| | Ensure there are no trip and/or slip hazards in lab |
| | Verify machine guarding in place/adequate |
| | Verify electrical cords in good condition, not frayed |
| | Ensure no extension cords are used as permanent wiring |