

Lab Safety Checklist

(Chemistry, biology, environmental, etc)

Lab/Shop/Classroom: _____

Date: _____

Completed By: _____

Supervisor/Instructor: _____

Chemical Management:

- SDS Accessible
 - Digital
 - Printed
- WHMIS labels present on all materials
- Secondary containers labeled appropriately
- Inventory current and tracked
 - Documentation available
- Expired chemicals monitored and removed/tagged out of use

Fume Hoods & Ventilation:

- Hoods certified annually
 - Documentation available
- Airflow indicators are functional
- Sashes adjusted to proper height
- No storage inside hoods
- Local exhaust is working
 - Not obstructed
 - Maintained regularly

Storage & Compatibility:

- Flammable materials stored in rated cabinets
- Acids & bases are segregated
- Oxidizers stored separately
- Incompatibles properly identified
- Shelving is secure

PPE & Personal Protection:

- Lab coats available
 - Clean
- Safety glasses/goggles available
 - In use
- Face shields available when required
 - In use
- Chemical-resistant gloves available
 - In use
- Closed-toe footwear enforced
 - Non-slip

Spill & Emergency Response:

- Spill kits accessible and stocked
 - Labeled and easily located
- Emergency response procedures posted
- Eye wash stations functional
 - Easily identifiable and accessible
 - Tested regularly w/ logs available
- Safety shower accessible
- Emergency contact information posted

Equipment & Apparatus Safety:

- Glassware inspected before use
 - Maintained/cleaned regularly
- Hot plates/Heating mantles safe
 - Damages are tagged and removed
- Centrifuges regularly maintained
 - Balanced
- Guards/shields installed
- Electrical cords intact

Gas Cylinders & Cryogenics:

- Cylinders secured
- Caps in place when not in use
- Appropriate regulators
- Cryogenic PPE available
- Adequate ventilation in place
 - Tested and maintained regularly

Training & Supervision:

- Lab safety orientation complete
 - Documentation available
- Hazard-specific training documented
- High-risk procedures supervised
- SOP's available and understood
- Restricted access controlled

Waste Management:

- Waste containers labeled
 - Not obstructed
 - Not overflowing
- Segregation requirements followed
- Sharps disposal adequately managed
- Disposal schedule maintained & logged
- No drain disposal violations noted

Housekeeping & Layout:

- Aisles clear of clutter and obstructions
- Benches & counters free of clutter
- Exits clearly identifiable & accessible
- No visible trip hazards
- Storage in designated areas

Findings & Actions:

Issues Identified:

Required Actions:

Escalated to: _____

Target Date: _____

Signature: _____

Risk-Rating Safety Checklist Form

(optional tie-in with spreadsheet tracking)

Scoring Guide:

0 – Compliant

1 – Moderate risk

2 – High Risk [immediate action required]

Section Scoring:

Area	0	1	2	Score
Chemical Management				
Fume Hoods & Ventilation				
Storage & Compatibility				
PPE & Personal Protection				
Spill & Emergency Response				
Equipment & Apparatus Safety				
Gas Cylinders & Cryogenics				
Waste Management				
Training & Supervision				
Housekeeping & Layout				

Risk Summary:

Total Score: /20

Score	Rating	Action
0-3	Low	Maintain controls
4-7	Moderate	Correct within 30 days
8-12	High	Immediate action
13+	Critical	Stop work

Any risk marked as a “2” in the following areas requires *stop work action*:

- Fume hood failure
- Chemical incompatibility
- Emergency Equipment Failure
- Improper Waste Disposal
- Gas cylinder unsecured