

School of Medicine Environmental Health and Safety Checklist for Laboratories

Lab (building, room): _____

- All laboratory doors when no one is present (even momentarily) are secure.
- All emergency exits including halls, aisles, doors, etc. are clear.
- All gas cylinders are properly secured (including empties) at all times.
- All caps on cylinders have been replaced when not in use.
- All chemicals are properly segregated (by hazard class) and stored in appropriately labeled cabinets.
- All un-used or un-needed items have been regularly cleaned up.
- All outdated chemicals or those with rusting or corroding containers, whiskers or crystals, and illegible labels are disposed of.
- All empty boxes and bottles have been thrown out after labels have been defaced.
- All stored items are within 2 feet of the ceiling or 18 inches of a fire sprinkler.
- Lab faculty and staff wear Lab coats, gloves, eye protection and other proper personal protective equipment when working in the lab?

All faculty and staff working in the lab are:

- Familiar with the UVA Chemical Hygiene Plan.
- Know to contact EHS with any questions about laboratory safety.
- Aware that the use of extension cords or multi-plug adapters is not permitted and power strips with fuses and reset buttons are permitted.
- Aware that emergency equipment such as fire extinguishers, electrical panels, emergency shut offs, fire strobes, pull stations, exit signs, etc. should not be blocked.
- Aware that they must not store bottles on the floor without secondary containments.
- Aware that food and beverages should not be stored in the laboratory unless authorized by EHS.
- Trained in chemical safety and biosafety procedures.

Principal Investigator

Department Chair

Date

Date