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### Laboratory Safety Review Checklist

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#### U C Davis Environmental Health and Safety Laboratory Safety Review Checklist

**Principal Investigator:**

**Date:**

**Lab Contact:**

**Phone:**

**Building:**

**Room Number(s):**

**Department:**

**Lab Name/Function:**

**Please check Yes, No, Serious Violation or Not Applicable for each item. All No responses require follow-up within 30 days, unless otherwise noted and all Serious Violations require 3 day follow-up.**

#	Y	N	S	NA	ITEM	REFERENCE
<b>CHEMICAL</b>						
1					Containers clearly labeled with contents and primary hazard(s)	CCR Title 8 §5191(h), SN19, SN42
2					Chemical storage containers in good condition	CCR Title 8 §5164(c), PP290-65
3					Corrosive chemicals stored below eye level	CCR Title 8 §5191A, SN42
4					Combustible materials not stored with flammable chemicals	CCR Title 24 §5003, NFPA30,SN19
5					Commonly used abbreviations posted in prominent location	
6					Hazardous chemicals not stored on floor	CCR Title 24 §5005, NFPA 400
7					Lab free of expired or unneeded chemical	CCR Title 8 §5191 A, SN19
8					Maximum of 60 gallons flammables per storage unit/ max 3/fire area	CCR Title 8 §5533(a),
9					Less than 10 gallons of flammables outside flammable storage	NFPA 30, NFPA 45, PP290-65,SN19
10					Flammables used away from ignition sources	NFPA 45 11.2.7.2
11					Flammable liquid storage containers 2 gallon or less	CCR Title 8 §5538
12					Flammable storage refrigerator/freezer approved and labeled	NFPA 45 12.2.2, PP290-65, SN31
13					Incompatible materials properly segregated	CCR Title 8 §5164(a), SN4, SN19, SN42
14					Pyrophoric chemicals segregated, contained and labeled; Entire building equipped with automatic sprinkler system	CCR Title 24 §5003 CCR Title 24 §5004.5, SN135
15					Chemical storage cabinets clearly labeled (flammables, corrosives, etc)	CCR Title 8 §5533(b), CCR Title 24 §5003.8.7, PP290-65
16					Strong acids and strong bases stored in secondary containers	CCR Title 24§5005, NFPA400,SN42

17			Organic peroxides and other time sensitive materials dated when first opened; managed properly and disposed of promptly upon expiration	CCR Title 24 §5003.9.6 NFPA 45 9.2.3.4 , SN23
18			Water reactive chemicals segregated, contained and labeled	OSHA 1910.106(d)(7)(iv), NFPA 30 2015 9.14.4, SN19, SN42
<b>DOCUMENTATION</b>				
19			Appropriate signage posted (Right to Know) at all entrances to lab	CCR Title 24 §5003.5, NFPA704
20			Building Emergency Evacuation Route posted	CCR Title 19 §3.09, SN19, SN111
21			Lab staff are aware of and have access to campus-wide Chemical Hygiene Plan	CCR Title 8 §5191, PP290-27, SN33
22			CIS updated within past 12 months	CCR Title 8 §5194(e), CCR Title 27 §15280, PP290-27, SN33
23			Emergency contacts posted at entrance to laboratory	CCR Title 8 §3220, SN111
24			Department Illness and Injury Prevention Plan available and up-to-date.	CCR Title 8 §3203, PP290-56
25			Emergency Action Plan available and up-to-date	CCR Title 8 §3220, PP290-56, SN19
26			Emergency assistance information posted	CCR Title 8 §3400(f)
27			Hazard Assessment certified within year and roster up-to-date	UCOP Policy, PP290-50
28			Medical Surveillance Program properly documented	CCR Title 8 §5191(g), PP290-60
29			Readily accessible SDS's (hard copy or online)	CCR Title 8 §5194(g), PP290-27, SN33
30			Annual self-inspection complete	CCR Title 8 §3203
31			Staff aware of procedure to report exposures or concerns	CCR Title 8 §5191
32			Staff aware of procedure to report incidents and near misses	CCR Title 8 §5191
33			Written Standard Operating Procedures available and current	CCR Title 8 §5191, PP290-56, SN33
<b>ELECTRICAL</b>				
34			3-prong plugs in 3-prong outlets	
35			Appropriate clearance in front of electrical panels (36")	NFPA 70-110.26/408.4, SN19
36			Electrical cords not a trip hazard	NFPA 70
37			Plugs, cords and receptacles in good condition	UCD PP290-85, SN20, Fire Net
38			Extension cords used only temporarily (<90 days)	CCR Title 8§2500.8, SN19, SN20
39			No overloaded outlets, no daisy-chained extension cords or strips	NFPA 70-400.7B, SN19, SN20
40			GFCI devices used within 6' of water source (post 2010)	NFPA 70-210.8(B)(5), SN19
41			High voltage equipment clearly labeled	CCR Title 8 §2932
42			High voltage equipment properly guarded	CCR Title 8 §2932
43			Major equipment plugged directly into outlet	UCD PP290-85, SN20
44			Appropriate personnel trained in Lock Out/Tag Out program	CCR Title 8 §3314

45				Power strips near liquids have GFCI protection	
<b>EQUIPMENT</b>					
46				Appropriate safety information posted on equipment	
47				Centrifuges are maintained to ensure safe operation	
48				Moving parts of equipment properly guarded (opening < 1/2")	CCR Title 8 §4184, SN115
49				Secondary containment for vacuum pump present	
<b>FIRE</b>					
50				Aisles, exits, adjoining hallways free of obstruction	CCR Title 8 §3272, SN19
51				Fire alarms, bells, horns and/or strobes free of obstruction	CCR Title 24 §901.8
52				Fire extinguisher properly mounted	CCR Title 8 §6151
53				Fire extinguisher maintenance tag current	CCR Title 8 §6151
54				Fire extinguisher available as required	CCR Title 8 §6151
55				Fire extinguisher fully charged; pin and/or security seal intact	CCR Title 8 §6151
56				Fire doors unobstructed and easily closed	CCR Title 8 §3225, SN19
57				18" of clearance between stored items and fire sprinklers, 24" w/o sprinklers	CCR Title 8 §6170(c)10
<b>FUME HOODS</b>					
58				Audible/visual alarm and/or visual airflow monitor functional	CCR Title 8 §5154.1(e),SN19, SN35
59				Chemical work done more than 6" from front of hood	CCR Title 8 §5191A, SN35
60				Certified within one year	CCR Title 8 §5154.1(e),SN19, SN35
61				Fume hood illumination is working	
62				Functional fume hood not used for storage, cluttered	CCR Title 8 §5191A, SN19, SN35
63				Users understand how to check for airflow and annual certification sticker	CCR Title 8 §5154.1
64				Fume hood users have completed specific fume hood training	CCR Title 8 §5154.1
65				Proper sash height indicated and adhered to	CCR Title 8 §5154.1
<b>GAS</b>					
66				Compressed gas cylinders stored upright and adequately secured	CCR Title 8 §4650, SN42, SN60
67				Compressed gas cylinders labeled with contents and hazards	CCR Title 8 §4650
68				Compressed gas cylinders have full/empty tags attached	CCR Title 8 §4649, SN42
69				Compressed gas cylinders properly segregated if stored	CCR Title 8 §4650, SN42, SN60
70				Toxic gases properly stored in ventilated cabinet/fume hood	CCR Title 8 §4650
71				Compressed gas cylinders capped when not in use	CCR Title 8 §4650, SN42, SN60

GENERAL SAFETY						
72					Ceiling tiles in place and in good repair	NFPA
73					Ergonomic evaluations done for computer work in excess of 4 hours	CCR Title 8 §5110
74					Food and drink stored away from haz mat; consumed outside of lab	CCR Title 8 §5191 A, PP290-65
75					Mechanical devices used for pipetting	CCR Title 8 §5191 A, SN19
76					Spills promptly cleaned by individuals trained to respond to spill	CCR Title 8 §5191A, SN13
77					Floor is in good repair to prevent slips, trips and falls	CCR Title 8 §5191A
78					Furnishings in lab easily decontaminated	CCR Title 8 §5191A
79					Lab surfaces clean, organized, free of chemical contamination	CCR Title 8 §3362, §5191A
80					Sink available near exit for hand washing (soap and paper towels)	CCR Title 8 §3366
81					Sinks labeled "Industrial Water – Do Not Drink"	CCR Title 8 §1524
82					Lab air negative to hallway	CCR Title 8 §5191 A
83					Refrigerators/freezers appropriately labeled according to use	CCR Title 8 §5191 A, SN31
84					Ergonomic evaluations completed for repetitive motion activities	CCR Title 8 §5110
85					Vacuum systems fitted with traps or protective filter	
PERSONAL PROTECTIVE EQUIPMENT (PPE)						
86					Appropriate gloves available for use with hazardous activities	CCR Title 8 §3384, PP290-50,SN50
87					Equipment or process sound levels that may exceed 85 dBA	CCR Title 8 §5096,PP290-53, SN112
88					Face shield available if required	CCR Title 8 §3382, PP290-50
89					Gloves worn when skin contact with hazards may occur	CCR Title 8 §3384, PP290-50,SN50
90					Lab coats, appropriate to activity are worn	CCR Title 8 §3383, PP290-50
91					Lab coats, properly fitted, are available	CCR Title 8 §3383, PP290-50
92					Glove(s) removed prior to exiting lab, handling telephone, etc.	CCR Title 8 §5193(4)(F), PP290-50
93					Long pants worn as required by UCD PPE policy	UCOP PPE, PP290-50
94					PPE properly cleaned and disinfected or properly disposed of	CCR Title 8 §3387, §3383, SN13
95					Respirator users have been evaluated by EH&S and included in campus respiratory protection program	CCR Title 8 §5144, PP290-50, SN88
96					Eye protection available and used as required by UCD PPE policy	CCR Title 8 §3382, PP290-50,SN5
97					Adequate supply of specialty PPE available (i.e. UV/IR glasses, lab aprons, cryogenic gloves)	CCR Title 8 §3380(f), PP290-50
SAFETY EQUIPMENT						
98					Emergency eyewash/showers accessible within 10 sec	CCR Title 8 §5162(c), SN19
99					Emergency eyewash and shower stations free of obstruction	CCR Title 8 §5162(c), SN19, SN66

100				Tests for eyewash and shower current and documented	CCR Title 8 §5162(e) , SN66
101				Appropriate chemical spill kits available	CCR Title 8 §5191A, SN13, SN42
102				Calcium gluconate paste available for HF exposure	
103				First Aid Kit available, stocked with unexpired products	CCR Title 8 §3400(c)
<b>SEISMIC</b>					
104				Heavy items are stored on lower shelves	CCR Title 8 §5191 A, SN83
105				Shelving, file cabinets 5' or over and other tippable items anchored	CCR Title 8 §5191 A, SN83
106				Overhead storage is secured	CCR Title 8 §5191 A, SN83
107				Hazardous material storage shelves have lip or guard	CCR Title 24 §5003.9.9,SN52,SN83
<b>TRAINING</b>					
108				All personnel completed Fundamentals of Lab Safety	UCOP Policy
109				Specialized training for lab specific hazards documented	CCR Title 8 §3203, §5191, §5194
110				Spill training documented	CCR Title 8 §5191
111				Training on lab specific SOPs documented	CCR Title 8 §5191
112				Training on Chemical Hygiene Plan documented	CCR Title 8 §5191
113				Training on IIPP documented	CCR Title 8 §3203
114				Training to manage or handle hazardous waste documented	
<b>WASTE</b>					
115				Biomedical waste (red bag) properly disposed of	HSC §117600-118360
116				Secondary containment used for biomedical waste	CCR Title 8 §5193
117				Chemical waste containers compatible with contents; good condition	CCR Title 22 §66265.171, SN8, SN43
118				Chemical waste containers closed except when in use	CCR Title 22§66265.173, PP290-65
119				All hazardous waste disposed of by EH&S	UCD PP290-65, SN8, SN43
120				Hazardous waste in secondary containment	CCR Title 24§5005, PP290-65,SN43
121				Chemical waste containers properly tagged/dated/labeled for disposal	CCR Title 22§66262.34, PP290-65, SN8, SN42, SN110
122				All wastes within regulatory time limits	CCR Title 22§66262.34, SN43
123				Sharps containers appropriately labeled with contents, hazards	HSC§ 118285
124				Sharps container's contents are not past the fill line	CCR Title 8 §5193, SN3, SN62
125				Sharps disposed of in appropriate sharps container	CCR Title 8 §5193
126				Tight fitting lid in place on biomedical waste	HSC§ 118280
127				Universal waste properly labeled/discarded/contained; < 1 year	CCR Title 22§66273.35, SN122
<b>Comments:</b>					

<b>Corrective Action Items:</b>
<b>Follow Up:</b>
Laboratory Survey Conducted by:
PI or Lab Supervisor/Manager Signature: <span style="float: right;">Date:</span>

- CCR California Code of Regulations
- HSC Health and Safety Code
- NFPA National Fire Protection Association
- PP UCD Policy and Procedure
- SN Safety Net