## College of Saint Benedict/Saint John's University LABORATORY AUDIT CHECKLIST

Building & Room Number:  Department: Lab Supervisor:		Date of Audit: _ Auditors(s):			
1. Safety Equipment a. fume hoods	Working	Accessible	Last checked		
b. biological hoods			<del></del>		
c. eye washes					
d. showers					
e. fire extinguisher(s)	ABCD or CC	)2			
2. House-keeping a. food, beverages and app b. food absent from chem c. bench tops clean and un d. emergency numbers po e. laboratory doors closed f. floors, aisles and exits u g outside hallways unclutt	nical refrigerators and nobstructed? ested by telephone? ? nobstructed?		Y	N	N/A
3. Chemical Storage a. all containers appropria b. no flammables in unapp c. liquid chemicals equipp d. flammable liquids withi e. chemicals stored approp f. gas cylinders secured an g. empty and full cylinders	proved refrigerators? ed with secondary co n allowable quantities priately (incompatible id stored appropriatel	s? es separated)?	Y	N	N/A
4. Waste Management a. chemical wastes tightly b. incompatible chemicals c. liquid chemicals equipp d. chemical wastes labeled e. weekly chemical waste if f. sharps disposed in prop g. special bags used for au h. red waste bags used for i. broken glass disposed in	separated? ed with secondary co l appropriately? inspections documen per containers? itoclaving waste? infectious waste (with	ted (where required)?	Y	N	N/A
<b>5. Mechanical Equipme</b> a. guards in place (fans, ce b. belts/pulleys in good co	entrifuges, drive belts)	)?	<b>Y</b>	N	N/A

6. Electrical Equipment	$\mathbf{Y}$	N	N/A
a. grounded?			
b. fitted with overload protection device?			
c. outlets located outside of hoods?			
d. motors intrinsically safe (where appropriate)?			
e. cords in good condition?			
f. current carrying parts not exposed?			
g. GFIs on outlets within 6 feet of a sink?			
7. Personal Protective Equipment	Y	N	N/A
a. Lab coats are available.			
b. Chemical protective gloves are available.			
c. Safety glasses/goggles are available.			
7. Paper Work	Y	N	N/A
a. MSDSs accessible?			
b. Chemical Hygiene Plan accessible?			
c. written laboratory-specific SOPs available?			
Comments			