



Safety Performance Evaluation Tool

Laboratory / Principle Investigator: _____

Date: _____

Locations Evaluated: _____

Evaluated By: _____

Question	Yes	No	N/A	Comments
Safety Climate				
1. Has a written Safety Performance Plan (Safety Program) been developed specific to this space?				
2. Are safety roles, responsibilities, and accountability documented and clearly communicated?				
3. Are safety topics discussed at every group/team meeting?				
4. Has a safety advocate been designated for this space?				
5. Is a procedure for reporting and correcting hazards/safety concerns developed and understood by all members?				
6. Are visual indicators (i.e., signs, pictograms) present in the space to provide guidance for expected safety practices?				
Health and Safety				
Personal Protective Equipment (PPE)				
1. Has a PPE hazard assessment been completed for all laboratory activities?				
2. Appropriate clothing is worn by all members in the lab (i.e., long pants and closed toed shoes, no shorts or sandals)?				
3. Appropriate PPE is available and used in the laboratory?				
Hygiene				
1. Food, drinks, and application of cosmetics are prohibited in the laboratory?				
2. Soap and paper towels are available for use in the laboratory?				
Emergency Equipment				
1. Are approved safety showers and eyewashes (provided within 10 seconds travel time from the work area) available for immediate use?				
2. Safety showers are unobstructed, clean, and certified within the past 12 months?				

3. Eyewashes are unobstructed, clean, and certified within the past 12 months?				
4. First aid materials are kept in adequate supply and made readily available?				
Fire Prevention				
1. Fire alarm pulled stations are unobstructed?				
2. Appropriate fire extinguishers are available within 75' ft., unobstructed, wall mounted, and certified in the past 12 months?				
3. No items stored within 18" of the ceiling in building with sprinkler system or within 24" if the building does not have sprinklers?				
4. Storage of combustible materials is minimized (i.e. cardboard boxes, plastic wrapping).				
General Laboratory Safety				
1. Is the laboratory housekeeping satisfactory (i.e, trash maintained, benchtops decluttered, and absorbent materials maintained)?				
2. Is the laboratory free of excess/surplus equipment and materials?				
3. Are laboratory doors closed and spaces properly secured?				
4. Are household equipment, food, and/or chemical items used for laboratory purposes properly labeled (i.e., 'For Lab Use Only' or 'No Food or Drink')?				
5. Is equipment in good working order with evidence of proper maintenance?				
6. Are freezers defrosted on a regular basis?				
7. Have all members of the laboratory completed all required training(s)?				
8. Broken glass/glass recycling boxes are used for the collection of non-contaminated/clean glass ONLY?				
9. Suitable spill kits are available, and all lab members are trained on their use?				
Physical Safety				
General				
1. Is the laboratory free of slip and trip[hazards?				
2. Are safety guards in place on bladed instruments (e.g., razors, scalpels, saws)?				
3. Are hand tools (e.g.; hammer, screw drivers, hand saw) free from damage and maintained in safe condition (i.e., no chips, cracks, and mushrooms heads)?				
4. Are sharps containers free of visibly capped needles?				
Compressed Gases				

1. Are compressed gases stored upright and properly secured at all times?				
2. Compressed gas cylinders are stored in a dry, well ventilated location away from sources of heat?				
3. Are valve protection caps properly secured (and regulators removed) when cylinders are not in use?				
4. Are cylinders in good condition and clearly labeled?				
5. Are appropriate tubing and gas TYPE regulators used for compressed gases?				
6. Are flammable gases separated from oxidizing gases at a distance of 20' ft. or by a noncombustible barrier at least 5' ft. high (e.g., gas cabinet)?				
7. Are highly toxic gas cylinders stored and used in a gas cabinet, ventilated enclosure, or fume hood?				
Electrical				
1. Are all electrical cords in good working order (i.e., no exposed wiring, ground prongs present, insulation intact)?				
2. Are all electrical panels unobstructed (i.e., 3' ft. clearance maintained)?				
3. Are extension cords used only as temporary wiring and not running under carpet, doors, or through walls and ceilings?				
4. Are extension cords and power strips properly used (i.e., not daisy chained or overloaded)?				
Vacuum Pumps				
1. Are oil pumps placed in secondary containment?				
2. Ventilation for vacuum pump operation is appropriate?				
Chemical Safety				
Hazard Communication				
1. Can lab members readily access Safety Data Sheets (SDS) for all chemicals, including proprietary chemicals?				
2. Has the laboratory's chemical inventory been reviewed and updated within the last year?				
3. Are all containers clearly labeled with their contents and primary hazard(s)?				
4. Do all laboratory personnel have access to written SOPs that document safety procedures for laboratory specific experiments/equipment/hazardous processes?				
Storage and Segregation				
1. Are chemicals containers in good condition (i.e., not corrode or leaking)?				
2. Incompatible chemicals are segregated and stored in compatibles storage groups?				
3. Hazardous chemicals are stored at or below eye level and NOT directly on the floor?				

4. Secondary containment is provide for hazardous liquids outside appropriate storage cabinets?				
5. Are flammable and corrosive chemicals stored in approved safety cabinets?				
6. No storage of materials/items on top of flammable cabinets?				
7. All chemical containers are closed, except when actively adding or removing materials from them?				
8. Hazardous materials are not stored in, around, under or above sinks?				
9. Flammables liquids requiring refrigeration stored in either explosion proof or flammable resistant refrigerators and freezers?				
10. Records of receipt, use, transfer, and/or disposal of regulated substances (e.g., TX MOU, Tax-free ethanol) are maintained?				
11. Security controls to limited access to regulated substances are sufficient?				
12. Peroxide forming compounds are labeled with the date they were opened and an expiration and/or test date?				

Chemical Fume Hood

1. Chemical fume hood(s) is free of clutter, stored chemicals, and rear ventilation slots are not blocked or covered.				
2. Chemical fume hood(s) is in good working order (all sashes function properly, panels are attached, flow monitor is working, etc.) and has been certified within the past 12 months?				
3. All work is being performed at least 6 inches inside the chemical fume hood?				

Biosafety

1. All work with plasmids/vectors, human-derived materials including established cell lines, biological toxins, and potential human pathogens has been reviewed and approved by the IBC?				
2. All work with vertebrate animals has been reviewed and approved by the IACUC?				
3. All work involving human research participants and/or their information has been reviewed and approved by the IRB?				
4. Are cultures and other biological materials properly labeled?				
5. All work surfaces are cleaned with a disinfectant that is active against the organism in use? Note: Activity of 10% bleach decreases rapidly after 24 hrs. and should be prepared daily.				
6. Are aspiration set ups equipped with a vacuum trap (i.e., collection vessel with disinfectant, overflow vessel, HEPA filter) in secondary containment?				
7. Biosafety cabinet(s) are in good working condition and have been certified within past 12 months?				

Radiation Safety

1. Are all sources of radiation (excludes class I and II lasers) registered with the University's Radiation Safety Officer "RSO"?				
Ionizing Radiation				
1. Are radioactive materials properly stored and secured against unauthorized removal?				
2. Is the proper shielding available for the types of radioisotopes being used?				
3. Designated radiation area is demarcated and warning labels posted?				
4. Are radiation badges available for all laboratory members handling radioactive materials?				
5. Are appropriate meters available for radioactive materials used and are meter(s) calibrated?				
Non-Ionizing Radiation				
1. Are appropriate wavelength safety glasses available for class IIIB and/or class IV lasers?				
2. Is a lighting warning sign available and operation (recommended for class IIIB, required for class IV)?				
3. Are OSHA warning signs(s) posted for class IIIB and class IV lasers?				
4. Is the master switch fully disable and key not engaged (recommended for class IIIB, required for class IV)?				
Laboratory Waste				
1. Waste storage area is clearly marked?				
2. Laboratory waste containers(s) are less than 2/3 full and have not accumulated in the lab for more than 90 days?				
3. Waste containers(s) are compatible with laboratory waste streams (s)?				
4. Individual waste streams are segregated by compatibility?				
5. All laboratory waste containers are securely capped?				
6. Chemical solid, liquid, and sharps laboratory waste are labeled with purple and white laboratory waste label at the start of generation with contents, PI/Laboratory name, and room number?				
7. All liquid laboratory waste container(s) are placed in secondary containment?				