﻿

# AUDIT CHECKLIST

**Laboratory-Security**

Yes No N/A

O O O 1. Is a policy in place to keep restricted areas from unintended visitor access (don’t prop doors open, etc.)?

O O O 2. Are there procedures for notifying appropriate authorities should any potentially harmful substance be taken from the lab?

O O O 3. Are employees trained on recognizing suspicious packages, mail, material, or substances?

O O O 4. Are employees trained on proper procedures to follow should they find a suspicious substance, material, mail, or package?

O O O 5. Are procedures in place to monitor purchases and inventory of hazardous materials or substances?

O O O 6. If the laboratory performs testing on matters that could be of public concern, do you have methods for ensuring confidentiality and for disseminating necessary information to the public?

**Laboratory-Policy**

Yes No N/A

O O O 7. Does your policy provide for the safety of visitors and non-laboratory employees?

O O O 8. Are appropriate emergency procedures in place (evacuation, clean-up, etc.)?

O O O 9. Are at least two employees present in the laboratory when hazardous procedures are performed?

O O O 10. Is desk work using writing materials, reference books, and journals done in laboratory where these materials cannot become contaminated with hazardous agents?

**Laboratory-Chemicals**

Yes No N/A

O O O 11. Are chemicals handled and stored properly?

O O O 12. Are hoods and other ventilation devices used to prevent airborne substances from escaping into the working atmosphere?

O O O 13. Are employee exposures to chemicals kept within safe levels?

**Laboratory-Hygiene**

Yes No N/A

O O O 14. Is mouth pipetting prohibited?

O O O 15. Is eating, drinking, chewing gum, smoking, application of makeup or storage of food prohibited in laboratory?

O O O 16. Are Universal Precautions required for handling of all human blood and body fluids specimens for hematologic, microbiologic, chemical and serologic testing?

**Laboratory-Sharps**

Yes No N/A

O O O 17. Are syringes and needles disposed of properly?

O O O 18. Are sharp objects such as syringe needles, glass pasteur pipettes, etc., only used when there is no alternative available?

**Laboratory-Personal Protective Equipment (PPE)**

Yes No N/A

O O O 19. Has a proper hazard assessment been performed to determine what PPE is necessary?

O O O 20. Is proper PPE provided, worn, and maintained properly according to hazards present?

O O O 21. Do employees wear protective clothing appropriate for agents handled in the laboratory?

O O O 22. Are laboratory coats not permitted outside of laboratory areas?

O O O 23. Are lab coats laundered or disposed of in an appropriate manner? (Home laundering of laboratory coats and other protective clothing is not permitted.)

O O O 24. Are contaminated gloves and PPE disposed of properly?

**Laboratory-Emergency Equipment**

Yes No N/A

O O O 25. Is equipment such as safety showers, eyewash station, etc., readily available?

O O O 26. Are appropriate first-aid supplies available?

O O O 27. Are spill kits available as needed?

O O O 28. Are fire extinguishers present, appropriate for situation, and inspected and maintained properly?

O O O 29. Is emergency lighting adequate?

O O O 30. Do you have an alarm system to alert people in all parts of the facility including isolation areas such as cold rooms?

**Laboratory-Electrical**

Yes No N/A

O O O 31. Is all electrical equipment grounded?

O O O 32. Are ground fault circuit interrupters used whenever equipment is in a wet environment such as a cold room?

O O O 33. Are electrical apparatus plugged into sockets that can be reached safely, without exposure to hazards?

O O O 34. Is equipment, including electrical plugs and cords, kept in good repair?

**Laboratory-Heating Devices**

Yes No N/A

O O O 35. Do you make certain not to leave uncontrolled heat sources such as Bunsen burners and heat guns, used near flammable substances, unattended?

O O O 36. Do hot plates, heating mantles, and other heaters have enclosed elements and controls with a thermal shut-off safety device?

**Laboratory-Cryogenic Liquids**

Yes No N/A

O O O 37. Are cryogenic liquids stored properly?

O O O 38. Are all personnel handling cryogenic liquids properly trained in the use of specialized equipment designed for the storage, transfer, and handling of these products?

**Laboratory-Compressed Gas Cylinders**

Yes No N/A

O O O 39. Are proper safety precautions taken with regard to compressed gas cylinders (i.e., stored properly, inspected)?

**Laboratory-Ventilation**

Yes No N/A

O O O 40. Are appropriate general ventilation system with air intakes and exhausts located so as to avoid intake of contaminated air?

O O O 41. Are stockrooms/storerooms adequate and well ventilated?

O O O 42. Is the work conducted and its scale appropriate to the physical facilities available and, especially, to the quality of ventilation?

**Laboratory-Medical Surveillance**

Yes No N/A

O O O 43. Is regular medical surveillance established to the extent required by regulations governing your laboratory?

**Laboratory-Waste Disposal**

Yes No N/A

O O O 44. Does the laboratory have a waste disposal program that specifies how waste is to be collected, segregated, stored, and transported?

O O O 45. Does the program include consideration of what materials can be incinerated?

O O O 46. Is waste transported from the institution in accordance with DOT regulations?

**Laboratory-Training**

Yes No N/A

O O O 47. Have all employees been adequately informed about the work in the laboratory, its risks, and what to do if an accident occurs?

**Laboratory-Recordkeeping**

Yes No N/A

O O O 48. Are accident records written and retained?

O O O 49. Do you keep inventory and usage records for high-risk substances?

O O O 50. Are medical records retained in accordance with the requirements of state and federal regulations?

**Laboratory-Signs and Labels**

Yes No N/A

O O O 51. Are labels present showing contents of containers (including waste receptacles) and associated hazards?

O O O 52. Are location signs displayed for safety showers, eyewash stations, other safety and first aid equipment, exits and areas where food and beverage consumption and storage are permitted?

O O O 53. Are emergency phone numbers posted prominently?