# Laboratory Safety Walk Through Form

**Date:**

**Department:**

**Building:**

**Room# / Name:**

**PI/Supervisor:**

**Dept. Safety Coordinator:**

**RMS Staff Contact:**

**Lab Representatives:**

**RMS Staff Assessor:**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Standards</th>
<th>At Risk</th>
<th>Applicable</th>
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<th>At Risk</th>
<th>Applicable</th>
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</thead>
<tbody>
<tr>
<td>PPE General</td>
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<td></td>
<td>Hazardous Waste*</td>
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<tr>
<td>PPE Specific</td>
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<td>Biological</td>
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<td>Housekeeping</td>
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<td>Radiation</td>
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<tr>
<td>Chemical Storage/Use</td>
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<td></td>
<td>Other</td>
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</tbody>
</table>

* If applicable, the following criteria must be checked as well

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<th>ITEM</th>
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</thead>
<tbody>
<tr>
<td>Container Labeling</td>
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<tr>
<td>Secondary Containment</td>
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<tr>
<td>&lt;55 gallons hazardous waste</td>
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<tr>
<td>&lt;1 quart acutely toxic hazardous waste</td>
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**Action Items:**

- √ Corrected During Inspection:
- √ Other: Explain method to follow for completion.

**Comments:**

________________________________________

________________________________________

________________________________________

________________________________________

________________________________________
**Example Criteria**

<table>
<thead>
<tr>
<th><strong>PPE GENERAL</strong></th>
<th><strong>HAZARDOUS WASTE</strong></th>
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</thead>
</table>
| (Closed toe shoes with a substantial sole, no halter tops unless completely covered with a lab coat, shirt with equivalent coverage of a T-shirt, etc.)  
- Good condition  
- Being worn & used properly | (Containers properly labeled & in good condition  
- Containers clean & leak proof  
- Containers closed except when filling  
- Containers stored in secondary containment  
- Incompatible wastes not stored next to one another in secondary containment  
- No waste containers stored in hallway  
- No food containers used for waste  
- No more than 55 gallons of hazardous waste  
- No more than 1 quart of acutely toxic waste  
- Waste containers stored near point of generation and under generator’s control  
- Vent caps used when necessary) |
| **PPE SPECIFIC** | **BIOLOGICAL** |
| (Safety Glasses, Laser Eyewear, Gloves, Face shield, Goggles, Respiratory Protection, Hearing Protection, etc.)  
- Proper equipment when handling chemicals, biological materials, using lasers & performing live electrical work.  
- Eye protection worn when chemicals are in use in lab  
- Proper PPE when handling radioactive materials (eyewear, gloves, lab coat)  
- Worn & properly maintained  
- Good condition | (Wastes properly labeled, contained (closed containers) & decontaminated  
- Waste containers not overfilled  
- BSL 2 agents secured from unauthorized use or removal  
- No upholstered furniture or carpeting in BSL 2 areas  
- No work with hazardous materials performed outside of biosafety cabinet  
- No materials moved from lab or work area to another) |
| **HOUSEKEEPING** | **RADIATION** |
|  
- Area uncluttered, free of excessive storage of materials, free of slip/trip/fall hazards  
- Emergency routes & equipment such as fire extinguishers, emergency showers, emergency eyewash stations unobstructed.  
- Laboratory hoods / biosafety cabinets uncluttered with 80% of back vent clear & items stored at least 6 inches from sash. | (Wastes properly labeled & secured against unauthorized use or removal  
- Film badges worn  
- Contamination surveys & inventory updated & maintained  
- Work surfaces covered with absorbent paper or trays used where open, non-sealed sources are used.  
- Proper shielding  
- If applicable, check radiation survey meter for operation. This is not applicable if solely using Tritium or C14.  
- Note: If any radiation issues are found, contact RSO or RSS.) |
| **CHEMICAL STORAGE / USE** | **OTHER** |
|  
- Containers properly labeled & in good condition  
- Containers clean & closed securely  
- Containers stored in area away from sink  
- No spillage or leaks on bench tops or floors  
- No work with hazardous materials performed outside of hood  
- Materials stored at least 6” behind hood sash & sash is not left open when not in use  
- Food items labeled “Not for Human Consumption” | (Other acts or conditions which were not categorized) |
| **ACTION ITEMS** | **COMMENTS** |
|  
- Correct any deficiencies noted on form and check the box indicating that this was completed  
- If deficiency cannot be corrected during inspection, check box and note method of follow-up | ( Clarify actions or conditions, if needed) |