

# GOOD LABORATORY CHECKLIST

As a general guide, there are certain working practices in laboratories that apply across the board. In the simple checklist below, the answer to each question should be 'YES'. If the answer to any question is 'NO' then the situation needs to be reviewed and the hazard controlled.

ADMINISTRATION & MISCELLANEOUS	Y/N
Has a Workplace Safety Committee been established?	
Is storage and consumption of food prohibited in the laboratory?	
Is there a qualified first aid officer on site at all times?	
Is there a first aid kit available which is up-to-date and accessible?	
Is mouth pipetting prohibited?	
Are 'NO SMOKING' signs prominently displayed?	
Are all gas taps labelled?	
Is suitable protective clothing available (glasses, gloves, shoes etc)?	
Is staff adequately trained in lab safety procedures?	
Are pressure vessels certified with certificate clearly visible near the vessel?	
Is appropriate safety and warning placarding clearly visible?	
Is there an accident/incident reporting system in place?	
Are standard operating procedures specific to your lab readily available, understood and followed?	

ENVIRONMENTAL	Y/N
Are waste management procedures in place?	
Is tipping of waste down the sink prohibited?	
Are waste types segregated and stored in the correct manner?	
Is all waste packaging appropriately labelled and inventoried?	
Are there no sharps or broken glass in use?	
Are there approved biological control waste procedures and containers in place?	
Are there approved liquid waste containers in place?	
Are there appropriate containers and shielding from radioactive waste (where applicable)?	
Are empty aerosol cans disposed of separately?	
Are noise levels kept at an acceptable safe level?	
Are all lights in the lab and surrounding areas working?	
Is there adequate lighting for all tasks performed?	
Is there adequate ventilation?	
Are there acceptable atmospheric contamination levels (i.e. fumes, dust, vapours etc)?	