INDIAN INSTITUTE OF TECHNOLOGY BOMBAY			
SAFETY AUDIT CHECKLIST			
Biosafety Audit Checklist	Yes	No	NA
Whether lab coats used for laboratory work are full sleeve and with snap buttons?			
Are there enough lab coats for all personnel working in the lab (at least two per person)?			
Is there a designated location for hanging\storing used lab coats?			
Whether hand gloves worn are pulled over the cuff of the lab coat?			
Are sandals used in the laboratory?			
Whether personal protective equipment used during autoclave operation?			
Are syringe needles recapped after use?			
Are needles removed from the syringe after use?			
Whether tweezers available for picking up contaminated sharps?			
Are puncture proof containers used for collecting sharp waste?			
Are sharps mixed with general waste for disposal?			
Are sharps containers within arm's reach of the work area?			
Are solid biohazard waste collected in bins with autoclavable bags?			
Is there any handling of human/animal body fluids on the work bench?			
Are bio specimens transported in leak proof secondary containers?			
Any glass containers used for storing/transporting biosamples?			
Is biohazard label displayed on the doors of BSL 2 labs?			
Hand wash facility and liquid soap available in the lab?			
Whether record books/laptop used/kept on the work bench?			
Whether containers used for storing biosamples properly labeled?			
Whether biosafety cabinets decontaminated before and after use?			
Is the date/due date of testing displayed on the biosafety cabinet?			
Any open flames used in the BSC?			
Any aerosol generating activity conducted outside the biosafety cabinet?			
Whether CCTV cameras installed for biosecurity?			
Name of the Laboratory/Dept.			
Audit Done by:			
Signature			
Remarks:			

Chemical Safety Audit Checklist	Yes	No	N
Is there a list of chemicals handled in the lab available?			
Any periodic check of the inventory of chemicals done in the lab?			
Any chemicals stored on the floor of the lab?			
Are incompatible chemicals separated during storage?			
Whether chemical bottles stored near the edge of the work bench?			
Are flammable chemicals kept near sources of ignition?			
Are rim guards provided to racks for storing chemicals?			1
Are chemical racks firmly fixed to the wall?			
Are corrosive chemicals stored above eye level?			
Are chemicals stored near windows and exposed to sunlight?			
Are labels on the bottles legible?			
Is the date of opening being written on bottles of peroxide forming chemicals?			
Whether short forms/chemical formulae used for labeling of chemical bottles?			1
Any unidentified chemicals/chemicals without labels stored in the lab?			
Proper buckets available for carrying chemical bottles?			
Glass wear checked for cracks and damage before use?			
Whether spent chemicals are disposed off into the sink?			
Whether secondary containers are used during handling/storage of chemicals?			
Spill kits available in the laboratory?			
Emergency eyewash and shower available in the laboratory?			
Antidote available in the lab for cyanide?			
Antidote available in the lab for hydrofluoric acid?			
Chemical resistant aprons/coveralls available for handling corrosive chemicals?			
Fire resistant aprons available for pyrophoric chemicals?			
Are flammable chemicals stored in domestic refrigerators?			
Sandals being used while handling chemicals?			
Safety googles and face shield available for splash protection?			
Whether lab coats used are full sleeve and snap buttons?			
Whether lab coats have snap button for removing the coat quickly in case of chemical splash?			
Whether hand gloves used during chemical handling?			
Whether chemical hoods available for chemical handling?			
Whether chemical hoods are kept clean?			
Is there chemical storage inside the hood?			
Is the sash of the chemical hood kept closed when it is not in use?			
Name of the Laboratory/Dept.	•	I	
Audit Done by:			
Signature:			
Remarks:			

	Electrical Safety Audit Checklist	Yes	No	NA
	Any damage to the insulation of electrical cables?			
	Any non insulated electrical joints?			
	Any cables lying near hot plates?			
	Any damaged sockets/plug points in the lab?			
	Any bare wires inserted into plug point?			
	Whether grounding of equipment with metal body done?			
	Are portable tools double insulated?			
	Whether circuit breakers in the lab clearly labeled?			
	Main switch for cutting off supply to the lab marked?			
	Any obstruction in front of the distribution board?			
	Are multi plug sockets in use?			
	Proper tags attached to equipment out of order/ under repair?			
	Whether electrical cables are laid along the passage?			
	Is there periodic maintenance of air conditioners?			
	Whether metallic objects or jewelry worn by personnel conducting electrical experiments?			
	Insulating mats provided for high voltage experiments?			
	Are live parts of the experimental setup properly insulated or protected to prevent contact?			
	Caution labels displayed near high voltage experiment setups?			
	Any openings on switch/panel boards?			
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	Audit Done by:			
	Signature:			
	Remarks:			
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	Fire Safety Audit Checklist	Yes	No	NA
	Are exits in the laboratory padlocked/blocked?			
	Fire extinguishers available within 15 meters?			
	Whether fire extinguishers easily accessible?			
	Whether personnel in the lab are aware of fire extinguisher operation?			
	Whether emergency contact numbers displayed in the lab?			
	Are flammable chemicals stored in safety cabinets?			
	Whether flammable chemicals stored near open flames/hot surfaces?			
	Whether safety cans in use for storing flammable chemicals?			
	Are flammable chemicals and oxidisers stored separately in the lab?			
	Grounding and bonding done while transferring flammable liquids?			
	Any combustible materials stored near halogen lamps/electric bulbs?			
	Date of installation and expiry displayed on lead acid batteries?			
	Whether terminals of batteries kept insulated?			
	Unwanted combustible materials accumulated/ stored inside the lab?			
	Are air conditioners run continuously?			
	Is there a fire detection system installed in the laboratory?			
	Is there an emergency assembly point for the Dept.			
	Whether fire drills are conducted in the Dept.?			
	Whether vehicle parking around the Dept. will cause obstruction to fire service vehicle?			
	Are vehicles parked in front of fire hydrants?			
	Name of the Laboratory/Dept.			
	Audit Done by:			
	Signature:			
	Remarks:			
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Gas Cylinder Safety Audit Checklist	Yes	No	NA
Is there proper label for all gas cylinders?			
Any gas cylinder without label stored in the lab?			
Cylinders received from suppliers are with valve caps ?			
Is the due date of hydrostatic pressure testing displayed on the gas cylinder ?			
Are gas cylinders obstructing exits?			
Are gas detectors installed in the laboratory?			
Are trolleys available for moving gas cylinders?			
Are gas cylinders chained to the trolleys while transporting?			
Are gas cylinders stored near heat sources?			
Is there gas cabinets in labs?			
Are pyrophoric gas cabinets provided with fire sprinkler?			
Flame and gas detector installed for pyrophoric gases?			
Whether non return valves installed in gas lines?			
Auto shut off valves provided for pyrophoric and toxic gases?			
Leak detection solution/portable gas detector available in the lab?			
Whether gas cabinets labeled?			
Labels provided on gas pipe lines?			
Whether materials used for pipelines and other fittings compatible with the gas?			
Is the right gas regulator used for the gas?			
Are regulators tested periodically?			
Is the date of installation mentioned on the gas regulator?			
Whether safety glasses worn by personnel while working with gas cylinders?			
Name of the Laboratory/Dept. Audit Done by: Signature: Remarks:			