

Routine Laboratory Safety Checklist

This checklist is designed to help maintain a safe, organized, and compliant laboratory environment. It includes routine tasks to ensure proper housekeeping, chemical and biological safety, emergency equipment readiness, training, and management of physical hazards.

Manage Chemicals and Gases Safely:

- Review chemical inventory; dispose of expired/unused chemicals.
- Properly label all chemical waste containers according to the Fundament-L's.
- Secure compressed gas cylinders with chains or straps*.

Biological & Physical Hazards:

- Do not overfill sharps containers.
- Dispose of regulated medical waste correctly (sharps vs. red bag)*.

Keep It Clean & Clear:

- Flush all eyewashes weekly* and sinks (including cup sinks)* (prevents odors/clogs).
- Keep fume hoods clear and uncluttered*.
- Keep floors & benches clear (avoid clutter, maintain pathways).

People & Training:

- Lab roster & trainings up to date*.
- No food or drink in lab*.

Stay Prepared:

- All emergency equipment are in good condition and accessible (eyewash, shower, extinguisher).
- Spill kit stocked & lab staff know how to use it.



Have any questions? Contact labsafety@columbia.edu

*Scan this QR code for more →
information via our FAQ
Sheets



@Columbiaehs



← Scan this QR code for our
FDNY Laboratory
Compliance Checklist