

UNIVERSITY OF ARKANSAS AT LITTLE ROCK  
Radiation Safety Office  
AUDIT CHECKLIST

Primary Investigator: \_\_\_\_\_ Assistant \_\_\_\_\_

Laboratory: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Slot: \_\_\_\_\_ Phone: \_\_\_\_\_ Inspected by: \_\_\_\_\_

PHYSICAL FACILITY

- |  |     |    |
|--|-----|----|
| 1. Are biological safety cabinets certified annually?<br>N/A   | YES | NO |
| 2. Are sinks operational?<br>N/A   | YES | NO |
| 3. Are emergency showers and eyewashes accessible and unobstructed?<br>N/A   | YES | NO |
| 4. Are appropriate warning signs and notices posted (radiation,<br>chemicals, biohazard, in-case-of-emergency-contact)?<br>N/A | YES | NO |

WORK PRACTICES

- |   |     |    |
|---|-----|----|
| 5. Is eating, drinking, smoking, and cosmetic application prohibited?<br>N/A  | YES | NO |
| 6. Are foods and beverages not stored in the laboratory?<br>N/A   | YES | NO |
| 7. Is personal apparel appropriate?<br>N/A  | YES | NO |
| 8. Are appropriate protective devices (gloves, aprons, gowns,<br>goggles, etc.) provided and properly used in all work areas in<br>which chemicals, blood and body fluids are handled?<br>N/A | YES | NO |
| 9. Is personal housekeeping adequate?<br>N/A  | YES | NO |

PROCUREMENT, DISTRIBUTION, STORAGE

- |   |     |    |
|---|-----|----|
| 10. Are hazardous substances properly segregated in a well identified<br>area with adequate ventilation?<br>N/A | YES | NO |
| 11. Are all containers properly labeled?<br>N/A   | YES | NO |
| 12. Is the integrity of chemical containers maintained (i.e. No leakage,  |     |    |

cracked cap, etc)? YES NO  
N/A

13. Are flammable and combustible storage limits adhered to? YES NO  
N/A

14. Are flammable and combustible liquids not stored in conventional refrigerators? YES NO  
N/A

15. Is each lab refrigerator labeled to indicate whether or not it is acceptable for liquid flammable storage? YES NO  
N/A

16. Are cylinders of all gases having Health Hazard Ratings of 3 or 4 and cylinders of gases having a Health Hazard Rating of 2 with no physiological warning properties kept in a continuously mechanically ventilated hood or other continuously ventilated enclosure? YES NO  
N/A

17. Are all gas cylinders secured in place to prevent falling? YES NO  
N/A

#### INFORMATION AND TRAINING

18. Is a UALR Safety Manual available? YES NO  
N/A

19. Is an MSDS readily available for each chemical/radioactive substance? YES NO  
N/A

20. Do employees have ready access to MSDS Notebook? YES NO  
N/A

21. Have Employees received appropriate information and training on the OSHA Hazard Communication Standard, Lab Safety Standard, Radiation Safety and Biohazard Safety? YES NO  
N/A

22. Is required training documented for all employees? YES NO  
N/A

#### FIRE SAFETY

23. Are ABC fire extinguishers available? YES NO  
N/A

24. Are extinguishers properly mounted on wall or located near the exit door? YES NO  
N/A

25. Are fire extinguishers inspected monthly? YES NO  
N/A

26. Are fire extinguishers in good condition, fully charged

and unobstructed? N/A	YES	NO	
27. Is each phone posted with the fire reporting number (569-3400)? N/A	YES	NO	
28. Are electrical cords, plugs, and receptacles in good condition? N/A	YES	NO	
29. Are all extension cords in use appropriate? N/A	YES	NO	
30. Are power strips used properly? N/A	YES	NO	
31. Are items stored at least three feet from electrical panels? N/A	YES	NO	
32. Is combustible storage: Orderly? N/A	YES	NO	
33. from sprinkler? N/A	YES	NO	
34. Separated from heat source? N/A	YES	NO	
35. Are rated floor, ceiling and wall penetrations sealed? N/A	YES	NO	
<b>WASTE DISPOSAL</b>			
36. Are infectious such as biohazard waste and bacteriologic wastes safely disposed of in containers or red bags? N/A	YES	NO	
37. Are all hazardous wastes which are ignitable, corrosive, reactive, toxic, or acutely hazardous disposed of safely in labeled containers? N/A	YES	NO	
38. Are all waste sharps discarded in puncture-resistant containers that have been properly labeled to warn handlers of the potential hazard? N/A	YES	NO	
39. Are correct disposal methods used when disposing of chemicals in the sanitary sewer? N/A	YES	NO	
<b><u>RADIATION SAFETY</u></b>			
40. Are radioactive materials used in this lab? N/A	YES	NO	
41. Are appropriate radiation warning signs and notices posted: Doors Refrigerators	YES YES	NO NO	N/A N/A

Work benches	YES	NO	N/A
Hood	YES	NO	N/A
Sink/ P-trap	YES	NO	N/A
Storage/Waste containers	YES	NO	N/A

42. Are spill trays or absorbent pads used in areas where radioactive materials are manipulated? YES NO N/A

43. Are laboratory survey records up to date (at least monthly)? YES NO  
N/A

44. Do inventory/disposal records reflect use? YES NO  
N/A

45. Are waste disposal procedures appropriate? YES NO  
N/A

46. Are appropriate personnel monitoring in use? YES NO  
N/A

47. Is copy of current Radiation Safety Manual available? YES NO  
N/A

48. Is survey meter available and functioning? YES NO  
N/A

Date of last calibration: \_\_\_\_\_

49. Are radiation use areas secured when unattended? YES NO  
N/A

50. Are use areas designated on laboratory diagram? YES NO  
N/A

Comments: \_\_\_\_\_

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