A- 1b

Duke University Health System
Clinical Laboratory Audit Checklist

Revised: October 2014

Laboratory Name: _____

Laboratory Supervisor: _____

Laboratory Safety Officer:_____

Laboratory Safety Officer Phone #: _____

Laboratory Safety Officer Email: _____

Lab Building/Room: _____

Box #: _____

Date:_____

A-1b

Safety Resources: Are the following readily available to all employees?

Online Resources		Hardcopy or Online Resources	
DU Safety • OSHA BBP Standard; 29 CFR 1910.1030 • BBP Exposure Control Plan • TB Exposure Control Plan • Chemical Waste Policy • Noise Policy http://www.safety.duke.edu/LabSafety/Default.htm	Yes No N/A Yes No N/A Yes No N/A Yes No N/A Yes No N/A	Lab Safety: Clinical Laboratories Lab Safety Policies, Procedures, and Attachments (*SoftTech*)	Yes No N/A
DU Hospital Policies and Procedures: • Safe Medical Devices Act: Medical Device (SMDA) Reporting Procedure • Latex Policy • Hospital Emergency Management Plan https://intranet.dm.duke.edu/hospitals/duh/SitePages/Home.aspx	Yes No N/A Yes No N/A Yes No N/A	Chemical Hygiene Plan (reviewed, evaluated for effectiveness, and signed in past year) Safety Data Sheets	Yes No N/A Yes No N/A
Duke Infection Control Manual	Yes No N/A	OSHA Lab Standard; 29 CFR 1910.1450	Yes No N/A
Duke Radiation Safety Manual	Yes No N/A	CLSI M29 (A-4)	Yes No N/A
DRH Safety Procedures • BBP Exposure Control Plan • TB Exposure Control Plan • Chemical Waste Policy • Noise Policy • SMDA Reporting Procedure • Latex Policy • Hospital Emergency Management Plan • DRH Infection Control • DRH Radiation Safety	Yes No N/A Yes No N/A Yes No N/A Yes No N/A Yes No N/A Yes No N/A Yes No N/A Yes No N/A Yes No N/A	CLSI GP17 (A-3)	Yes No N/A
DRAH Safety Procedures • BBP Exposure Control Plan • TB Exposure Control Plan • Chemical Waste Policy • Noise Policy • SMDA Reporting Procedure • Latex Policy • Hospital Emergency Management Plan • DRAH Infection Control • DRAH Radiation Safety	Yes No N/A Yes No N/A Yes No N/A Yes No N/A Yes No N/A Yes No N/A Yes No N/A Yes No N/A Yes No N/A	Unit Sub-Plan (Disaster Preparedness under HICS system) (*Administrative Policy in SoftTech)*	Yes No N/A
		Site-specific Fire Plan (reviewed and signed in past year)	Yes No N/A

A-1b

Laboratory Housekeeping:	
Are walls and ceilings clean and well maintained?	Yes No N/A
Are bench tops, drawers and sinks clean and well maintained?	Yes No N/A
Are storage areas well organized and free of clutter?	Yes No N/A
General Safety Awareness:	
Have all employees completed/reviewed the "Laboratory Safety Evaluation Form" within the last year?	Yes No N/A
Are all occupational incidents, injuries, or illnesses reported through the appropriate reporting system?	Yes No N/A
Are there procedures for follow-up and evaluation of lab accidents and occupational injury/illness to prevent recurrences?	Yes No N/A
Does the laboratory have a documented program to protect personnel from allergic reactions to job-related exposures to natural rubber latex in gloves and other products?	Yes No N/A
Are all employees aware of the EOHW Blood and Body Fluid Exposure Hotline?	Yes No N/A
Have all employees who work with human blood/products been offered the Hepatitis B vaccine?	Yes No N/A
Have all employees completed on-line safety training in the past year?	Yes No N/A
Are all employees aware that Reproductive Health Reviews are available through EOHW?	Yes No N/A
Has the lab received an ergonomics evaluation, or at least scheduled one?	Yes No N/A
Is the OESO Emergency Response Guide flipchart posted in the lab?	Yes No N/A

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A-1b

Personal Protective Equipment:	
Is appropriate personal protective equipment provided to all employees at no cost to them?	Yes No N/A
Is there documentation that all employees have been instructed on the proper use of PPE that is used for protection against hazardous materials (i.e. chemicals, radioactives, potentially infectious human specimens)?	Yes No N/A
Do personnel decontaminate hands (i.e. handwashing) after removal of gloves?	Yes No N/A
Are all personnel who wear a respirator compliant with Duke's Respiratory Protection Program (i.e. med clearance, fit-test, etc.)	Yes No N/A
At a minimum, are lab coats and disposable gloves worn when handling any hazardous materials (e.g., blood and body fluids, hazardous chemicals, etc.)?	Yes No N/A
Do laboratory personnel use only non-latex or powder-free latex gloves? (Latex gloves may be used in selected settings, but should be free of cornstarch or talc)	Yes No N/A
Is face protection available or in place for performing tasks that are likely to cause splash or splatter?	Yes No N/A
Is reusable clothing (i.e. lab coats) used for work with blood and blood products being collected in the appropriate laundry bags?	Yes No N/A
Are utility gloves worn for protection against extreme temperatures?	Yes No N/A
Is hearing protection needed for any procedure?	Yes No N/A

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A-1b

Biological Safety:	
Are handwashing sinks available in all areas where work involving potentially infectious materials is performed?	Yes No N/A
Are all sharps disposed of in an approved puncture-resistant container?	Yes No N/A
Has the laboratory evaluated the effectiveness of its engineering (needleless devices, blunt needles, etc.) and work practice controls in significantly reducing or eliminating exposure to bloodborne pathogens?	Yes No N/A
Is recapping, breaking and bending of needles prohibited?	Yes No N/A
During transport, are all potentially infectious materials placed in a secondary leak-proof container?	Yes No N/A
Are mechanical devices (i.e. forceps, hemostats, dust pans etc.) available and are they used by employees to pick up broken glassware?	Yes No N/A
Are surfaces on which work involving blood and blood products is performed, routinely wiped down with an approved disinfectant at the end of the procedure or immediately following a spill?	Yes No N/A
Are personnel aware of appropriate biological spill procedures?	Yes No N/A
Are all general use items (i.e. phones, keyboards etc.) which have been labeled as “dirty” handled only with gloved hands?	Yes No N/A
Is regulated medical waste collected in containers that are clearly labeled or color-coded as “biohazardous”?	Yes No N/A
Is there a policy for reducing the volume of regulated medical waste? (i.e. placing gloves in regular trash, minimize specimen volumes taken from patients, etc.)	Yes No N/A
Are all sterilizing devices (e.g. autoclaves) monitored periodically with biological indicators (or chemical equivalent) for effectiveness of sterility?	Yes No N/A
Have doorways that lead to areas where potentially infectious materials are manipulated been labeled with the universal biohazard symbol?	Yes No N/A
Are all refrigerators and freezers used to store potentially infectious materials labeled with the universal biohazard symbol?	Yes No N/A
Have all biological safety cabinets been certified in the past year?	Yes No N/A
Does the lab have a documented tuberculosis exposure control plan including exposure determination and engineering/work practice controls for hazardous procedures with the potential for generation of aerosolized *Mycobacterium tuberculosis*?	Yes No N/A
Are eating, drinking, applying cosmetics and handling contact lenses prohibited in areas in which there is any risk of exposure to potentially infectious materials?	Yes No N/A
Is the storage of food and drink prohibited in “laboratory use” refrigerators?	Yes No N/A

A-1b

Fire Safety:	
Has each employee participated in at least one fire drill in the past year?	Yes No N/A
Are employees familiar with the location of fire extinguishers and pull alarms?	Yes No N/A
Are all fire alarms visible, unobstructed, and accessible?	Yes No N/A
Is the fire alarm audible from all parts of the lab? (or recognizable to all hearing impaired personnel)	Yes No N/A
Are aisles kept clear and unobstructed at all times?	Yes No N/A
Are supplies of flammables and combustible liquids reasonable for the lab's needs?	Yes No N/A
Are there fire extinguishers available in areas where flammable and combustible materials are handled and stored?	Yes No N/A
If the lab is larger than 1000 sq ft, is there at least two exit doors, one of which opens into a means of egress?	Yes No N/A
Are large "bulk" containers, from which flammable or combustible solvents are decanted, grounded appropriately?	Yes No N/A
Have personnel been instructed in the use of portable fire extinguishers and has the training been documented?	Yes No N/A
Are all flammable chemicals including compressed gases stored away from all sources of heat or sparks?	Yes No N/A
Is an appropriate ceiling clearance maintained throughout the laboratory?	Yes No N/A
Have all laboratory refrigerators and freezers been labeled as either "approved" or "not approved" for flammable storage?	Yes No N/A
Is emergency lighting adequate for safe evacuation of the lab?	Yes No N/A
Is emergency power adequate for the functioning of the lab? (preservation of samples & reagents, function of hoods, etc.)	Yes No N/A
Does the lab avoid placing electrical devices near water sources?	Yes No N/A
Does all laboratory equipment/instruments have Clinical Engineering stickers?	Yes No N/A
Does the lab avoid overloading outlets and using extension cords as substitutes for permanent wiring?	Yes No N/A

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A-1b

Chemical Safety:	
Are the containers for all hazardous chemicals properly labeled with precautionary labels including the chemical name, hazard type, and what to do if accidental contact occurs?	Yes No N/A
Has annual review and evaluation of the effectiveness of the lab's Chemical Hygiene Plan been done?	Yes No N/A
Are potentially reactive chemicals stored separately?	Yes No N/A
Are acids and bases stored separately near floor level?	Yes No N/A
Is there a policy for minimizing regulated chemical waste? (i.e. recycling, silver recovery from darkroom fluids, use of surplus chemical exchange, etc.)	Yes No N/A
If formalin is handled in your lab, has formalin monitoring been done in the past?	Yes No N/A
Was formalin monitoring required and performed in the last year (as the result of a new or change in process or procedure)?	Yes No N/A
Have the lab's chemical fume hood(s) been certified in the past year?	Yes No N/A
Are chemical fume hood work surfaces free of clutter?	Yes No N/A
Are chemical storage cabinets well-maintained and free of rust?	Yes No N/A
Are employees aware of how to report significant chemical spills appropriately?	Yes No N/A
Are all compressed gas tanks secured in an upright position away from any open flames or other sources of heat?	Yes No N/A
Is there no more than one extra cylinder of compressed, flammable gas at any one work station?	Yes No N/A
Is there a plumbed eyewash in every area where hazardous chemicals or potentially infectious materials are used?	Yes No N/A
Are eyewashes tested and documented on a weekly basis?	Yes No N/A
Is there an emergency drench shower easily accessible to all employees?	Yes No N/A
When decanting or entering an open container of liquid nitrogen, are appropriate gloves and a face shield worn?	Yes No N/A
Is the storage and use of liquid nitrogen confined to a well-ventilated area?	Yes No N/A
Are secondary containers (i.e. plastic bottle carriers) available for transporting glass containers (larger than 500 ml) that contain hazardous chemicals?	Yes No N/A
Is eating and drinking prohibited in areas in which hazardous chemicals are used?	Yes No N/A
Is the lab ***registered*** with OESO as a chemical waste generator?	Yes No N/A
• If **Yes:** Are the waste containers ***kept in the room*** where the waste is generated?	Yes No N/A
• If **No:** Are waste chemicals presently being generated or stored in the laboratory?	Yes No N/A

A-1b

Is the lab aware of and compliant with the **Guidelines for Sink Disposal of Chemical Substances** at http://www.safety.duke.edu/EnvPrograms/Docs/drain_disposal_practice.pdf ?	Yes No N/A
Are chemical **waste** containers properly **labeled** (labeled "Waste *Name of Chemical*" and dated)?	Yes No N/A
Are proper **waste** container management practices utilized during **storage**? (capped, in secondary containment, proper container, not overfilled, no visible contamination on outer container)	Yes No N/A
Are **unknown chemicals** labeled as "Waste Unknown" and dated, and disposed of within **30 days**?	Yes No N/A
Does the lab **review chemicals stored in the lab** to sort out obsolete chemicals that need to be discarded?	Yes No N/A
Is Universal Waste (used batteries, bulbs, or mercury thermometers) generated or stored in the laboratory? If yes, are the containers labeled and dated? If yes, have the containers been stored in the lab for > 1 year?	Yes No N/A Yes No N/A Yes No N/A
Does the lab generate any P-listed wastes (list can be found at http://www.safety.duke.edu/EnvPrograms/Docs/PList.pdf ?	Yes No N/A
If Yes:	
• Is P-listed waste accumulated in a separate container marked with the words "Waste (chemical name)?	Yes No N/A
• Is an **inventory** of the amount (in pounds) of P-listed waste maintained with the accumulation container and available?	Yes No N/A
• Are more than 2 pounds or 1 quart of P-listed waste stored in the laboratory?	Yes No N/A
Is the lab using autoclave tape that contains lead? If yes, it must be collected and disposed of as a regulated chemical waste.	Yes No N/A
Radiation Safety:	
Are any radioactive substances handled in the lab?	Yes No N/A
If yes, are all employees aware of safe policies for handling tissues containing radioactive materials?	Yes No N/A

Notes: (additional sheet or back of page may be used if necessary).