

**Laboratory Inspection Checklist**  
**Department of Chemistry-Safety Committee** (updated June 8, 1998)

Inspector names \_\_\_\_\_

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Building and Room Number \_\_\_\_\_ Date \_\_\_\_\_ Supervisor \_\_\_\_\_

**Emergency Equipment:**

How Many Safety Showers: \_\_\_\_\_ Last Inspection Dates? \_\_\_\_\_ Accessible? \_\_\_\_\_

How Many Eye Wash Units: \_\_\_\_\_ Last Inspection Dates? \_\_\_\_\_ Accessible? \_\_\_\_\_ Flow? \_\_\_\_\_

How Many Fire Extinguishers: \_\_\_\_\_ Accessible? \_\_\_\_\_ Pin in Place? \_\_\_\_\_ Damage? \_\_\_\_\_

How many Fire Blankets: \_\_\_\_\_ Available and Accessible? \_\_\_\_\_

How many First Aid Kits: \_\_\_\_\_ Available and Accessible? \_\_\_\_\_ Adequately Stocked? \_\_\_\_\_

Fire Doors: Blocked or Blocked Open? \_\_\_\_\_ Left Open? \_\_\_\_\_

How many Spill Kits: \_\_\_\_\_ Available and Accessible? \_\_\_\_\_ Adequately Stocked? \_\_\_\_\_

**Fume Hoods:**

Functioning Properly (indicator or tissue paper)? \_\_\_\_\_

Are the inspection tags current? \_\_\_\_\_ Improperly Used for Storage and Disposal? \_\_\_\_\_

**Hazardous Waste**

Any chemical "unknowns"? \_\_\_\_\_ Are the Safety Can tags filled out correctly? \_\_\_\_\_

Evidence of improper glassware and sharps disposal? \_\_\_\_\_

**Training and Related Issues**

Are carcinogens, reproductive toxins, or other highly toxic materials being used? \_\_\_\_\_ If yes, is the Designated Area appropriately labeled? \_\_\_\_\_ Is the acrylic door sign accurate? \_\_\_\_\_ Are there any other unusual hazards? \_\_\_\_\_

If yes, are there SOP's? \_\_\_\_\_ Have the Post-Docs received training (and is there documentation)? \_\_\_\_\_

Have Post Docs, Visitors, etc. received general safety training? \_\_\_\_\_

**Miscellaneous:**

Personal Protective Equipment available and being used (gloves, safety glasses, etc.)? \_\_\_\_\_

Gas cylinders secured? \_\_\_\_\_ Evidence of food or drink in the laboratory? \_\_\_\_\_

Chemical Inventory Up-to-Date? \_\_\_\_\_ Chemicals Properly Stored? \_\_\_\_\_

Check the refrigerators \_\_\_\_\_

Monthly Inspection Forms Filled Out? \_\_\_\_\_ Vacuum Pumps Guarded? \_\_\_\_\_

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

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## Inspection Explanation Sheet

### Emergency Equipment

Safety showers and eye wash units should be tagged and the last inspection date should be indicated. Drench hoses should not be used as eye wash units and should not have a tag. If they are the only source of water in the area, however, they should be tagged and inspected. Test the eye wash for adequate flow and run until the water is clear. Each safety shower / eye wash unit area should be free of clutter and thus is accessible. All emergency equipment must be accessible at all times.

Each lab must have at least one CO<sub>2</sub> fire extinguisher. Some labs have other types depending on need. Each extinguisher should be inspected for damage, pin in place, and gauge pressure (if it has a gauge). Missing or damaged extinguishers should be reported to the Safety Office. DO NOT "TEST" A FIRE EXTINGUISHER BY "FIRING" IT.

Fire blankets are not required, but if you have one, it must be accessible. Each lab or lab area must have a first-aid kit and it must be stocked. The first-aid kit has an inventory of its contents as well as the re-order numbers. Replacement items are available from Stores/Fisher Scientific. Fire doors (most lab doors leading into hallways) should remain closed. They should not be blocked (preventing egress) or blocked open (potentially spreading fire). Spill-kits, like first-aid kits, must be maintained. See the Safety Office for replacement items. Each lab or lab area must have a spill-kit.

### Fume Hoods

Fume hoods must be inspected for operation and clutter before each use or daily. A flow indicator and/or a tissue ribbon on the sash indicates flow. Mark the date on the inspection tag near the hood face. If you suspect a problem with the fume hood, notify your supervisor and the Safety Office and indicate the problem on the tag.

### Hazardous Waste

Refer to the "unknowns" policy (pages P.6,7,8). All containers must be labeled except for those in immediate use.

Safety Can tags must be filled out completely and must not have chemical abbreviations or formulae or structures.

Refer to the Glassware Disposal policy. Glassware (broken or not) must be placed in cardboard boxes (available from the Safety Office). Contaminated glassware must be disposed of as hazardous waste. Sharps must be boxed separately before being placed into the glassware disposal boxes.

### Training and Related Issues

Refer to Tables 10, 13, and 16 of the CHP (Appendix 4). Work with carcinogens or reproductive toxins require designated areas (refer to section 18, page 23 of the CHP). They also require standard operating procedures.

The acrylic door sign should indicate whether or not a designated area exists. It should also indicate the NFPA Level 4 Chemicals (refer to table 17 of the CHP) and the approximate amounts.

Any unusual hazards (equipment, chemicals, etc) require that the supervisor provide and document special training. All post-docs, visitors, undergraduate researchers are required to have a minimum of general training.

### Miscellaneous

Appropriate personal protective equipment (PPE) should be available and in good condition. Gas cylinders, whether in use or in storage, must be secured with a strap or chain. Food or drink must not be consumed in the lab. Evidence of consumption is usually found in the form of wrappers or cups on bench tops or in the trash can. Vacuum pump belts and pulleys must be guarded.

Supervisors should maintain a chemical inventory. The chemicals should be stored according to hazard class. Reactive chemicals should be stored by themselves away from other chemicals.