College of Biological Sciences
Monthly Laboratory Self-Inspection Checklist

Laboratory Inspection Teams - Each Laboratory Supervisor will appoint two or more individuals to conduct laboratory inspections

Inspectors:_____Date_____

Building and Room Number_____

Emergency Equipment:

Safety Showers: Last Inspection Dates?_____ Accessible?_____

Eye Wash Units: Last Inspection Dates?_____ Accessible?_____ Adequate Flow?_____

How Many Fire Extinguishers:_____ Accessible?_____ Pin in Place?_____

Damage?_____ Full Gauge (if applicable)?_____

How many Fire Blankets:_____ Available and Accessible?_____

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

Fire Doors: Blocked or Blocked Open?_____

How many Spill Kits:_____ Available and Accessible?_____ Adequately Stocked?_____

Fume Hoods:

Functioning Properly (indicator or tissue paper)?_____ If “NO”, indicate which hood has malfunctioned

and notify your supervisor_____.

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

Miscellaneous:

Personal Protective Equipment available (gloves, safety glasses, etc.)?_____

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

Training Records Up-to-Date?_____ Chemical Inventory Up-to-Date?_____

Chemicals Properly Stored?_____ Are all bottles properly labeled?_____

Vacuum Pumps Properly Guarded?_____

Comments:

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Monthly Inspection Explanation Sheet

Self-inspections should take place at least monthly. The supervisor should appoint two inspectors. If there are any problems, questions, or concerns, please note them in "Comments" at the bottom of the page.

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.

<u>All emergency equipment must be accessible at all times.</u>

Each lab must have at least one CO_2 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.

Miscellaneous

Appropriate personal protective equipment (PPE) should be available and in good condition. See the Safety Handbook or the Safety Webpage for more details. 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 per 29 CFR 1910.219.

Supervisors should maintain a chemical inventory. The chemicals themselves should be inspected to make sure that labels aren't damaged or falling off. The chemicals must be stored according to hazard class. Reactive chemicals should be stored by themselves away from other chemicals. See the Safety Handbook or the Safety Webpage for more details.

Each lab has its own, potentially unique, hazards. The supervisor is obligated to train the student on those unique hazards, processes, or pieces of equipment. That training must be documented (names, dates, and subject material covered).