

Monthly Laboratory Self-Inspection Checklist for Laboratory Personnel (updated June 28, 2001)

Laboratory Inspection Teams - Each Laboratory Supervisor will appoint one or more individuals to conduct laboratory self- inspections (Section 4 of the CHP, under "Laboratory Inspection Teams).

Inspector names _____ Date _____

Building and Room Number _____

Emergency Equipment:

Safety Showers: Accessible? _____

Eye Wash Units: Accessible? _____ Adequate Flow? _____

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

Damage? _____ Full Gauge (if applicable)? _____

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? _____ Appropriately 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: _____

Monthly Inspection Explanation Sheet

Self-inspections should take place at least monthly. According to the CHP (section 4.2; page 5), the supervisor should appoint one or more inspectors. If there are any problems, questions, or concerns, please indicate them in the “Comments” section at the bottom of the page.

Emergency Equipment

Safety showers are only checked for accessibility. Function is tested by Physical Facilities. 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 CO2 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.**

Each lab or lab area may have a first-aid kit. If one is present, it should be evaluated to be certain all items are present (see appendix D of CHP). Spill-kits, like first-aid kits, are optional but must be maintained if present.

Fire doors (most lab doors leading into hallways) should remain closed. They should not be blocked (preventing egress) or blocked open (potentially spreading fire).

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. Quantitative measurements of air flow are done by Physical Facilities.

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 all laboratory workers on those unique hazards, processes, or pieces of equipment. That training must be documented (names, dates, and subject material covered).