

GENERAL INSPECTION CHECKLIST

ROOM: _____ DATE: _____

please file in lab safety notebook

- Workplace clean and orderly** [No evidence of spills]
- Free of obstructions
- Stored materials secure
- Suitable warning tags/signs
- Exits and aisles clear, not less than 44 inches. No storage in exit corridors

- Fire alarms and fire extinguisher are visible and accessible**
- 18" clearance for sprinkler heads NEVER HANG ANYTHING FROM A SPRINKLER HEAD
- Corridors and stairways clear. Electrical panels are accessible with 24" clearance.

- Training documentation current and accessible**

- Anything > 4' is secure [Fridges have EQ latching device]**
- Shelves have lips
- Portable equipment is secured against moving with chains, lockable casters, etc.
- Large and heavy equipment on lower shelves
- Sensitive equipment in cabinet or secured
- Storage areas uncluttered
- Cabinets with positive latching or sliding doors

- Equipment is clean and working properly**
- Electrical cords in good condition with proper grounding
- Ext cords with circuit breakers. No compressed, pinned or kinked cords. **NO daisy chains**
- Equipment has sufficient clearance from flammable materials, including paper, liquids, etc.
- Equipment is adequately ventilated
- Proper personal protective equipment [PPE] available to users [glove, safety glasses, aprons, etc.]

- ALL CHEMICALS have FULL names, date and hazards on labels**
- Non-haz materials labeled to avoid confusion [seawater, distilled water, etc.]
- 2nd containment for liquids and solids near liquids
- No haz materials near or above sinks [materials below in 2nd containment as sinks leak]
- Incompatibles segregated [both use storage and waste storage]
- All chemicals capped and sealed except when in immediate use
- Flammable liquids not outside storage cabinet in excess of 5 gallons
- Chemical inventory up to date. [Required December 1 each year]

- Designated area for use of carcinogens** [usually balance room]
- NO gravity feed of flammable or hazardous liquids (including < 5% ethanol).
- No lab materials in food refrigerators, no food in lab refrigerators. Food fridges are labeled as Food Only.
- Cylinders chained at 1/3 and 2/3 height. [Lying on floor is no longer considered safe]

- Waste containers in 2nd containment, closed [no funnels], not leaking, compatible with container.**
- Waste labels used and start date is < 6 months old
- Biohaz bags only for biohaz waste, rad for rad waste, sharps, etc.
- No waste in fume hoods.

- Vacuum lines all have traps**
- Spill kit available. First aid available

CORRECTIVE ACTION TAKEN [includes dates completed][use back if necessary]