

Building/Laboratory #:  
Unit Name or Number:

Date of Inspection: \_\_\_\_\_  
Inspector(s) Names: \_\_\_\_\_  
\_\_\_\_\_

ITEM	CORRECTIVE ACTION REQUIRED	RESPONSIBLE PERSON	DATE CORRECTE D
<b>1. LAB SIGNS</b>			
a. PPE listed			
b. Current emergency contacts listed			
c. "No food or drink" sign			
d. Telephone emergency stickers			
<b>2. SAFETY EQUIPMENT</b>			
a. Fire extinguisher present, checked monthly			
b. MSDS's available in lab			
c. Safety shower present			
1. Unobstructed			
2. Tested within past month			
d. Eyewash present			
1. Unobstructed			
2. Tested within past month			
e. First Aid kit available and labeled			
1. Fully stocked			
2. No oral medications			
<b>3. PROTECTIVE CLOTHING</b>			
a. Proper eye protection (safety glasses/goggles/face shield)			
b. Visitor glasses available			
c. Proper chemical resistant/heat resistant/cryogenic gloves			
d. No shorts/skirts/sandals			
<b>4. HAZARDS</b>			
a. Walkways & doors unobstructed			
b. Adequate lighting			
c. No eating, drinking, smoking			
d. No food storage in lab			
<b>5. SPILL PROCEDURE</b>			
a. Proper size/type spill kit available			
b. Label visible 6-10 feet away			
<b>6. ELECTRICAL</b>			
a. Extension cords used properly			
1. Extension cords only for temporary use			
2. Powerstrips used only on computers			
3. Surge protection on powerstrips			
b. Electrical cords not frayed			
c. 3-pronged plugs not altered			
d. Rubber mats on floors in wet areas			
e. Electrical disconnect unobstructed			
<b>7. GAS CYLINDERS</b>			
a. Properly individually secured			
b. Labeled empty or full			
c. Labeled as to cylinder contents			
d. Caps on cylinders not in use			

ITEM	CORRECTIVE ACTION REQUIRED	RESPONSIBLE PERSON	DATE CORRECTE D
<b>8. REFRIGERATOR/FREEZER</b>			
a. "No Food or Drink" sign			
b. Food/drink not stored in unit			
c. Flammables stored in approved flammables refrigerator			
<b>9. CHEMICAL STORAGE</b>			
a. Chemicals stored by reactive class (flamm, acids, bases, etc.)			
b. Incompatible chemicals physically separated			
c. Chemicals properly labeled			
1. NFPA diamond labeling on chemical containers			
2. Chemicals dated on receipt and opening			
d. Storage areas labeled with hazard and NFPA rating stickers			
e. Acids/corrosives/solvents stored in compatible trays			
f. No chemicals stored on bench tops/in fume hoods/under sinks			
g. Flammable solvent storage cabinet available			
<b>10. UNSTABLES/EXPLOSIVES</b>			
a. Dated upon receipt			
b. Dated upon opening			
c. Peroxide formers have disposal date			
<b>11. WASTE CHEMICALS</b>			
a. Waste label completed and located on container			
b. Containers closed			
<b>12. FUME HOODS</b>			
a. Alarm Active			
b. Inspected within last year (100-150 fpm)			
c. Fully closeable sash			
d. Working			
<b>13. MECHANICAL</b>			
a. Belts, pulley drives, rotating parts guarded			
b. Stop switch is easily accessible			
c. Equipment is secured (i.e., bolted to floor)			
d. Electrical disconnect unobstructed			
e. Unattended operating equipment labeled			
<b>14. CHEMICAL INVENTORY</b>			
a. Current			
b. Available in lab			

**NOTES:**

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