

TAMUCC LABORATORY SAFETY INSPECTION FORM

Date:	Inspectors Name:	Supervisor Name:
Time:	Inspectors Dept:	Supervisor Title:
Location:	Inspectors Title:	Supervisor Dept:
Course #:	Inspector Contact #:	Supervisor Contact #:
Inspector Email:		Supervisor Email:

General Safety	Y	N	Comments
Door Signs list laboratory personnel names, phone numbers, hazard warnings, and emergency contact numbers including public safety and EH&S department			
Are telephones working and adequate lighting in labs			
Housekeeping satisfactory ,including no excess storage			
Glass bottles if stored on floor are protected from breakage			
Mechanical equipments guarded from trip, fall, nip and cut injuries			
Aisles and exits are unobstructed			
Are the labs following the policy of no food, drinks or applying of cosmetics in presence of hazardous chemicals. (Generally TAMUCC allows no food and drinks in labs)			
Vision is unobstructed in the laboratory door windows (needed for emergency response personnel)			
Materials are stored in such a way that they are stable and secure against sliding, collapse, falls, or spills			
Ceiling tiles are in place			
Any unattended equipment in use has automatic shut off			
Electrical Safety			
Do not provide power to laboratory equipment with extension cords (call Physical plant for permanent wiring or report to EH&S Extn :5555)			
Remove extension cord above ceiling tiles (possible fire hazard)			
Electrical equipment used in wet locations (within in 6 feet of water) is GFCI protected			
Never connect two extension cords to draw out power			
Spark producing equipment is not used in areas where flammable gases or liquids are stored or used (i.e in laboratory chemical fume hoods)			
Emergency/Safety Equipment			
All fire alarm pull stations are unobstructed			

Does lab supervisor know the presence of nearest fire alarm ?			
Fire extinguishers are available, unobstructed, and mounted properly			
Fire extinguisher pressure gauge (if present) is in the normal range (arrow should point green) and tie (if present) is not broken			
Fire extinguisher service date is current (inspected annually)			
Is there presence of obvious physical damage to the fire extinguisher			
Eye Wash Station/Safety Shower			
Eye wash is unobstructed, available, with a highly visible sign indicating its location			
Eye wash is tested periodically			
Safety shower is available, unobstructed, with a highly visible sign indicating its location			
Monthly testing of safety shower (Check the tag in safety shower)			
First Aid Kit/Spill Clean up Kit			
First aid kit is available, mounted, and stocked			
Spill clean up kit should be readily available and stocked (Nitrile or latex gloves, neoprene gloves, safety goggles, poly scoop, poly dustpan, plastic bags, 3M chemical sorbent, 5 gallon poly plastic pail.			
Fume Hood			
Check for inspection tag on fume hood (annual inspection sticker)			
Pull down sash completely on fume hood before leaving lab			
Do not store large quantities of chemicals or hazardous waste in fume hood			
Velocity should be between 60 to 110 feet per min in fume hood			
Do not have any electrical strips in fume hood (fire hazard) especially when flammable chemicals are present			
PPE for lab personnel's (including students, TA's and Professors)			
Check to see for proper attire including closed toed shoes, long pants, safety goggles (when using chemicals and or biological agents), gloves, lab coats, tie up loose hair and no horse play in labs			
Chemical Safety			
Chemical hygiene plan is readily available in lab			
MSDS of all chemicals used or stored readily available in hard copy (manual or binder)			
Refrigerator and ice machines are labeled (mentioning for chemical storage only)			
Chemicals stored based on chemical compatibility			

All chemical containers are labeled			
Satellite accumulation areas labeled and covered at all times			
Hazardous chemicals are stored below eye level			
Store flammable liquids in flammable storage cabinets/ Acid in acid cabinets			
Biological Safety			
Bench tops are impervious to water and resistant to moderate heat and chemicals used for decontamination of work surfaces and equipment			
Durable leak proof containers are available to transport waste to the autoclave for decontamination			
Sharps disposal containers are available for proper disposal of sharps			
Bio hazards labels in doors			
All containers and bags used for waste collection are closable and prominently display the international bio hazard symbol			
Disinfectant is available for daily work surface decontamination and spill clean up			
Each laboratory contains a sink for hand-washing			
Annual inspection tag on bio safety cabinet			
Machine Room			
General house keeping and free access to electrical switches and panels			

General comments:

Signature of inspector: _____

Print Name: _____

Date:

Time: