

BLDG
DATE

RM
PI

DEPT
CONTACT

Yes	No	N/A	
1. <u>Laboratory Security</u>			
			<i>Visitors to lab are approached and identified.</i>
			<i>Lock equipment that contains hazardous materials in areas outside the laboratory.</i>
			<i>Lock laboratory doors when no one is present.</i>
2. <u>Electrical Safety (NFPA Code):</u>			
			<i>Do not provide power to laboratory equipment with extension cords, install permanent wiring.</i>
			<i>Repair electrical cords/outlet/plugs not in good condition.</i>
			<i>Discontinue use of 3-way plugs, replace with fuse protected power strip.</i>
			<i>Remove extension cord(s) above ceiling tiles.</i>
			<i>Install ground fault circuit interrupters on outlets within 6" of wet areas.</i>
			<i>No unsafe conditions observed.</i>
3. <u>Fire/Life Safety (NFPA Code):</u>			
			<i>Keep lab door closed.</i>
			<i>Remove obstruction blocking fire extinguisher.</i>
			<i>Keep evacuation/exit routes cleared.</i>
			<i>Replace __missing__ damaged ceiling tiles.</i>
			<i>EHSD will __replace__ mount__ service fire extinguisher.</i>
			<i>Replace brittle Bunsen burner tubing.</i>
			<i>Remove items that are within 18 inches of ceiling because the room has fire sprinkler system.</i>
			<i>No unsafe conditions observed.</i>
4. <u>Fume Hood/Biological Safety Cabinet:</u>			
			<i>EHSD will inspect fume hood.</i>
			<i>Remove clutter from __fume hood__ biological safety cabinet.</i>
			<i>Pull down sash on fume hood.</i>
			<i>Remove electrical strips in fume hood.</i>
			<i>Place cap on open containers in fume hood.</i>
			<i>Remove chemicals stored in fume hood.</i>
			<i>Clean dirty fume hood.</i>
			<i>Remove items stored in the back part of hood, which are blocking the airflow.</i>
			<i>Contact EHSD to arrange certification of biological safety cabinet.</i>
			<i>Remove loose paper items from __fume hood__ biological safety cabinet.</i>
			<i>Remove lab coat from fume hood controls.</i>
			<i>Remove items on front grill of biological safety cabinet.</i>
			<i>Do not use a Bunsen burner in a biological safety cabinet.</i>
			<i>No unsafe conditions observed</i>
5. <u>Waste Disposal (EPA/ TNRCC Regulations):</u>			
			<i>Place cap on open waste container.</i>
			<i>Dispose of old chemicals/samples/waste/ lecture bottles.</i>
			<i>Encapsulate sharps before disposal.</i>
			<i>Dispose of broken glass in a sturdy box marked "BROKEN GLASS".</i>
			<i>Label waste container: "HAZARDOUS WASTE" and list chemical contents.</i>
			<i>No unsafe conditions observed.</i>
6. <u>Autoclave (TNRCC Regulations):</u>			
			<i>Remove bags of waste that have been autoclaved.</i>
			<i>Put a strip of tape that produces the word AUTOCLAVED across all Biohazard symbols on bags. Do not throw away a Biohazard bag without covering all Biohazard symbols.</i>
			<i>Keep a log noting description and quantity of waste, waste treatment method and parameters, date of treatment, printed name and initials of person performing treatment for each autoclave load of biohazardous waste.</i>
			<i>Replace chart paper or printer paper to record operating parameters of each autoclave load.</i>
			<i>Use a secondary container of sufficient size to hold Biohazard bags to be autoclaved.</i>
			<i>No unsafe conditions observed.</i>

Yes	No	N/A	
7. Personal Protective Equipment/Eyewash/Showers (ANSI Standards, TDH HazCom Act):			
			Remove obstruction blocking shower/eyewash.
			Flush eyewash on a regular basis.
			Provide a continuous flow eyewash (a squeeze bottle eyewash is not adequate).
			EHSD will test the emergency shower/eyewash.
			Provide necessary PPE for personnel (safety glasses, lab coat, gloves, etc.).
			Lab personnel should wear PPE.
			No unsafe conditions observed.
8. Safe Lab Practices:			
			Limit eating or drinking to areas away from lab work areas.
			Provide adequate facilities for hand washing (e.g. soap, paper towels).
			Pour water into floor drains.
			Do not recap used needles.
			Do not store food and chemicals in the same refrigerator or freezer.
			Do not wash or store food/drink cups, plates or silverware in the same sink used for lab purposes.
			Deface all empty bottles before reuse to prevent confusion over contents.
			No unsafe conditions observed.
9. Chemical Storage (NFPA Code, TDH HazCom Act):			
			Do not store hazardous liquid chemicals above eye level of the shortest person using lab.
			Do not store food and chemicals in same refrigerator.
			Remove flammables stored in household refrigerator.
			Do not store chemicals on floor.
			Segregate chemicals by hazard class (flammable, corrosive, oxidizer, reactive, toxic).
			Repackage or dispose of chemicals in deteriorated containers.
			Perchloric acid must be stored away from organic materials and other acids.
			Date chemicals when received and again when opened.
			Do not store chemicals on workbench.
			Store flammable liquids in flammable storage cabinet.
			No unsafe conditions observed.
10. Warning Signs/Labels (TDH HazCom Act):			
			Ensure that all containers are labeled to indicate contents, even those that contain water or are a part of equipment or experiments.
			Replace missing or deteriorating labels.
			Post emergency contacts and off-hour phone numbers on all outer doors.
			Post specific warning signs (biohazard, radioactive, LAZER, etc.) on lab door.
			Label microwave "Lab Use Only" or "Food Only".
			Label freezer "Not Safe for Flammable Storage" or "Food Only".
			Label refrigerator "Not Safe for Flammable Storage" or "Food Only".
			No unsafe conditions observed.
11. Physical Hazards:			
			Do not store glass items on the floor.
			Relocate or tape down electrical cords, computer cables and/or hoses that present tripping hazards.
			Secure compressed gas cylinders.
			Apply safety cap to cylinders when not in use.
			Vacuum pumps: _____ Belt guard, _____ Exhaust, _____ Oil leaks, _____ Running unattended
			No unsafe conditions observed.
12. Other:			
			General housekeeping needed.
			Bicycles are prohibited in buildings.
			Discard all unnecessary boxes, old equipment, etc.
			No unsafe conditions observed.