HARVEY MUDD COLLEGE

CHEMICAL HYGIENE/LABORATORY SAFETY INSPECTION

Department_____Principal Investigator_____

Room Number_____ Date_____

Y	N	N/A	**General Hazards**
			1. Aisles, exists, adjoining hallways free of obstructions that hinder emergency exiting, and exits clearly labeled?
			2. Stepstools or ladders available to reach materials?
			3. Break/lunch rooms are clean and free of hazardous substances?
			4. Refrigerator/microwave used for food only and properly labeled?
			5. Food eaten and prepared in designated "clean areas" only?
			6. Floors, stairways, and platforms reasonably clean and in good repair?
			7. Fire extinguishers and alarms clearly identifiable and unobstructed?
			8. Eyewashes and safety showers available within 10 seconds of Hazardous chemical use, and free of obstruction?
			9. Eyewash and safety showers marked with signs?
			10. Eyewash and safety showers are flushed monthly for functionality and inspection documented?
			11. Sharps waste containers available for disposal of needles, blades, and other sharps?
			12. Containers available for disposal of glass?
			Electrical Safety
			1. Appliance power cords in good condition?
			2. Electrical cords do not create a tripping hazard?
			3. Electrical extension cords are not used for permanent equipment?
			4. Circuit breaker boxes are labeled and unobstructed for easy access?
			Laboratory Safety
			1. All laboratory employees are safety trained and familiar with the Chemical Hygiene Plan, and training documented?
			2. Employees have attended fire extinguisher training annually?
			3. Workers are trained in Standard Operating Procedures specific to their laboratory and training is documented?
			4. Material Safety Data Sheets (MSDS) are available and employees know where to locate them?
			5. Lab benches are relatively uncluttered, and are not used for chemical Storage?
			6.. Fume/biological hoods and glove boxes are inspected annually and Inspection documented?
			7, Fume hoods kept uncluttered with minimal storage and adequate work Area?
			8. Fume hood sashes kept at lowest possible level for performance of duties?

			9. Work in fume hood is at least 6 inches from front of hood to allow for proper air flow?
			10. Compressed gas cylinders are stored securely upright and double strapped with non-combustible straps?
			11. Compressed gas cylinders are capped when not in use?
			12. Spill kits/sorbents/neutralizers are identifiable and readily available?
			13. Personal protective equipment such as safety goggles, lab coats, and gloves available and worn in lab?
			14. Personal protective equipment is appropriate for chemicals used and tasks performed?
			15. Employees wearing appropriate closed toe footwear and long hair tied back?
			16. Secondary containers used for transporting hazardous chemicals from stockroom to laboratory?
			Chemical Storage
			1. Chemical containers, including waste containers, kept closed when not in use?
			2. Chemical containers that are not for temporary use in a single work day (beakers, flasks) are clearly labeled with their contents and hazards? Chemical names written out and not in formula?
			3. Are chemicals stored according to compatibility? (oxidizers separated from flammables, acids from bases, etc.)
			4. Are corrosives stored below eye level?
			5. Are peroxide formers (diethyl ether, tetrahydrofuran)stored away from light and heat and labeled with the date they were opened
			6. Are flammable liquids which require refrigeration stored in explosion-proof refrigerators which are properly maintained and labeled?
			Hazardous Waste
			1. Hazardous waste is properly labeled to indicate contents, hazard, and date collection began?
			2. Waste accumulation is under control of one or more persons who have received training?
			3. No hazardous materials are near sinks or drains unless secondary containment is provided?
			4. Hazardous waste is removed after 90 days?

Recommendations:

Laboratory Supervisor/Manager_____

Inspected by_____

Penny Manisco, Chemical Hygiene Officer
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