

Appendix D

Safety Checklists: Classrooms, Chemical, Electrical, and Refrigerators

✓ ROOM SAFETY INSPECTION CHECKLIST

Room: _____ Inspector: _____ Date: _____

Check for proper operation of:	Satisfactory	Unsatisfactory	Date Remedied
Eyewash fountain			
Safety Shower			
Fume Hood			
Ventilation			

Condition of:	Satisfactory	Unsatisfactory	Date Remedied
Fire Extinguishers			
Fire Blanket			
First-aid kit			
Spill clean-up kits			
Safety goggles			
Lab aprons			

Hazards	Satisfactory	Unsatisfactory	Date Remedied
Exits are not blocked			
Aisles are not cluttered			
Chemicals are not stored in the room			
Glassware is not cracked or broken			
Proper waste receptacles for broken glass and other sharp objects			
Chemicals are properly labeled			

Housekeeping	Satisfactory	Unsatisfactory	Date Remedied
Sinks and sink traps are clean, unblocked			
Fume hood is clean, clear of clutter			
Work counter tops are clean, clutter-free			
Table tops are clean			
No food or drink is in lab areas			
Broken glass container is available			
Waste containers for chemicals are available			

✓ SAFETY CHECKLIST FOR CHEMICAL STOREROOM

Room: _____ Inspector: _____ Date: _____

Area of Concern	Yes	No	Date Remedied
The storeroom is properly labeled.			
The storeroom can be locked and access restricted.			
Fire resistant cabinets for flammable liquids are available.			
All chemical refrigerators are explosion proof and labeled NO FOOD.			
The shelving is secured to the wall or floor.			
The chemical shelving has raised edges to prevent accidents.			
Ventilation is adequate.			
Chemicals are stored according to their chemical properties.			
Acids (greater than 6M) are stored in corrosion-resistant cabinets.			
Leakproof containers are available for transporting corrosive chemicals.			
An annually updated inventory of chemicals is available.			
MSDS sheets are available for every chemical.			
State Safety Manual and Chemical Hygiene plan are available.			
Peroxide-forming chemicals are marked with the date opened and tested for peroxides every 6 months or disposed of.			
Gas cylinders are firmly secured.			
Waste-chemical and waste-solvent containers are capped and clearly labeled.			
All containers of chemicals are clearly labeled with the name of the chemical, appropriate hazard warning, and name of manufacturer.			
Reagent chemical labels contain the date mixed, name of chemical, and name of preparer.			
All containers are free of rust and corrosion.			
Explosion-proof lightening.			
Grounding and bonding wires are available for spark-free transfer of flammable liquids.			
Containers are dated when received and opened.			
New containers are marked to show the full level.			
Glass containers are stored in a manner to prevent breakage.			

✓ ELECTRICAL SAFETY INSPECTION CHECKLIST

Room: _____ Inspector: _____ Date: _____

Situation	Yes	No	Date Remedied
All circuit breakers in the panel(s) are clearly labeled.			
The circuit breaker panel(s) are not obstructed.			
An emergency power shut off is present			
Ground fault interrupters are used for receptacles where water may be present.			
Receptacles are tested annually with a ground monitor.			
All appliances in the lab have three wire grounded cords.			
The cases of appliances are tested annually for voltage leaks with an AC-Sensor or other field detecting device.			
Extension cords are not used for permanent installations.			
Receptacles are tested annually with a tension tester (Daniel Woodhead Company, Northbrook,IL) to determine whether they have a sufficiently strong grip to meet code.			
Extension cords are not a tripping hazard.			
Electric cords are not worn or frayed.			
The circular fiber guard covering the wiring connections is present on older plugs.			
Two-prong unpolarized plugs are inserted so that the ripple side of the cord is connected to the wider (neutral) side of the receptacle.			
An emergency plan exists for dealing with electric shock incidents.			

✓ **SAFETY CHECKLIST FOR REFRIGERATORS AND FREEZERS: FLAMMABLE MATERIALS**

Room: _____ Inspector: _____ Date: _____

Type of refrigerated appliance: ___ explosion-proof refrigerator
 ___ domestic
 ___ flammable material storage

Special Safety Design Features	Yes	No	Date Remedied
Grounded by 3-wire cord and plug or independent ground wire			
Ground wire in good condition			
Door gasket seal in good condition			
Static-resistant drive belt			
Explosion-proof electrical enclosures, motor housing, conduit properly maintained			

Storage Compartment Safety	Yes	No	Date Remedied
Storage instructions posted on door			
Containers clearly labeled			
Large containers stored on low-level shelves			
Containers safely sealed			
Liquid storage containers have adequate vapor space, allowing for thermal expansion			
Interior wall surfaces clean and free of excessive ice build-up			