

UMass Weekly Laboratory Self-Inspection Form

Environmental Health and Safety

Department:

Responsible for Lab:

Building:

Location:

Completed by:

1) Housekeeping

- | | |
|----------------------------------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Bench tops and fume hoods are uncluttered & clean | <input type="checkbox"/> No evidence of food in the lab |
| <input type="checkbox"/> Fire extinguishers available and not blocked | <input type="checkbox"/> Walkways are not obstructed |

2) Storage /Labelling Issues

- | | |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| <input type="checkbox"/> Chemicals stored according to compatibility | <input type="checkbox"/> No chemicals stored on floor |
| <input type="checkbox"/> No evidence of leakage on or around containers | <input type="checkbox"/> Containers of chemicals and solutions are labeled |
| <input type="checkbox"/> Time Sensitive Chemicals are within expiration date | <input type="checkbox"/> Flammables stored properly |
| | <input type="checkbox"/> Gas cylinders properly stored and secured |

3) Hazardous Waste: Chemical, Biological, Radiological

- | | |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Chemical Waste is in an identified area and checked weekly | <input type="checkbox"/> Confirmed proper disposal of Radiological Waste |
| <input type="checkbox"/> Biological waste autoclaved or chemically disinfected | <input type="checkbox"/> Sharps disposed of in a sharps container |

4) Lab Personnel Practices

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|---------------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> All lab personnel have completed safety training | <input type="checkbox"/> Lab coats worn whenever splash hazard exists |
| <input type="checkbox"/> All personnel wear proper protective equipment | <input type="checkbox"/> No open toe shoes or dangerous footwear in lab |
| <input type="checkbox"/> Lab locked when not occupied | <input type="checkbox"/> Surveys completed for Radiological labs |

5) Chemical Safety and Emergency Information

- Lab safety card posted and information is correct
- Lab Safety manual available in lab [can be downloaded from EH&S web site]
- Material safety data sheets or other chemical information are available
- Appropriate safety hazard signage posted [RAD, BIO, etc.]
- Eye wash stations, where available, are accessible and flushed weekly
- Safety Showers, where available, have clear access and actuator easily reached

6) Electro-Mechanical Safety

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|----------------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> No frayed, cut or spliced electrical cords | <input type="checkbox"/> No ungrounded extension cords used |
| <input type="checkbox"/> Machine guards in place for all drive belts and pulleys | |

**Comment
Section:**

IMPORTANT: Print & retain copy of completed form in notebook in lab and also submit by email [see above]