

Clayton State University
 School of Sciences - Chemistry and Physics
Laboratory Safety Inspection Form

Date: _____ Inspected by: _____ Location: _____

	Criteria (please check yes, no, or N/A to each item)	Yes	No	N/A
	Chemical storage			
1	Are all empty containers removed from the chemical storage shelves?			
2	Are all chemical storage shelves clear of obstruction?			
3	Are the chemical containers securely closed? Spot-check for obvious problems and randomly check at least 5 containers.			
4	Are all chemical containers free from obvious signs of corrosion, leakage, spillage, or residue?			
5	Are all chemicals in the secondary container properly labeled (chemical name, concentration, date, owner, warning sign, warning word, or at least a pictogram such as safety diamond)?			
6	Are labels on all secondary containers readable?			
7	Are all incompatible chemicals separated based on their color storage codes?			
8	Are all Safety Data Sheets located close to the chemicals in a visible and easily accessible area?			
9	Are chemical inventory sheets located adjacent to the storage shelves?			
	Cleanliness and Stock			
10	Are the shelves, benches, cabinets, and other surfaces relatively clean and free of dust?			
11	Are all sinks clean and free of dishes or other objects?			
12	Are paper towels and soap dispensers stocked?			
13	Are all equipment, glassware, and supplies stored in the proper location?			
14	Are push carts free of glassware and other lab supplies?			
15	Are the floors and counters clean and free of any types of spills (solid chemicals, solution, or water)?			
16	Is the lab clear of obstructions for easy evacuation with no tripping hazards?			
17	Are the safety showers, first aid kits, and eyewash stations easily accessible?			
18	Are all chemical fume hood surfaces empty and clean?			
19	Are all gas cylinders strapped or chained securely to the wall?			
	Labels and Signs			
20	Are eyewash stations, safety showers, and first aid kits clearly labeled?			
21	Are emergency exits labeled?			
22	Are laboratory doors labeled with GHS pictograms and safety diamonds indicating what chemical dangers may exist in the laboratory?			
23	Are laboratory doors labeled with a biohazard symbol if the lab contains biohazardous materials?			
24	Are laboratory doors labeled with emergency contact information including phone numbers?			
25	Are the cold storage areas labeled with proper pictograms and warning signs such as not for flammable storage, biohazard, and NFPA symbols when applicable?			
26	Is all signage legible? Examples of safety signs are emergency exits, fire extinguishers, safety showers, eye wash, spill kits, and emergency phone numbers.			
	Safety Equipment			
27	Is a first aid kit present and well-stocked?			
28	Are safety shower inspections performed in a timely manner, at least monthly every semester?			
29	Are eyewash inspections performed on a weekly basis?			
30	Is a fire extinguisher present and fully charged?			

