

## LABORATORY SUPERVISOR MONTHLY SAFETY ASSESSMENT CHECKLIST

Instructor: \_\_\_\_\_ TA: \_\_\_\_\_ Date: \_\_\_\_\_

Building/Room#: \_\_\_\_\_ Class Name/Number: \_\_\_\_\_

- 1. ELECTRICAL SAFETY:**  
 **Proper use of extension cords.**  
*Do not use extension cords as permanent wiring, if permanent wiring is impossible, use an approved cord and an surge protector with a fuse or breaker. (Never connect surge protector in series or more than two (2) 25' extension cords*  
 **Damaged electrical cords / outlet / plugs.**  
 **Proper use of three way plugs.**  
 **Electrical panel must be accessible and labeled**
- 2. FIRE/LIFE SAFETY:**  
 **Lab doors must be kept closed while the lab is not occupied** *Reduces spread of fire / smoke should a fire occur.*  
 **Fire extinguishers must be available and not be blocked by anything.**  
 **Keep evacuation/exit routes cleared.**  
 **Bunsen burner tubing needs to be flexible and in good condition.**  
 **Laboratory must not have damaged or missing ceiling tiles.** *Ceiling tiles are part of the fire break system.*
- 3. FUME HOOD/BIOLOGICAL SAFETY CABINET:**  
 **Fume hoods/Biological Safety Cabinets needs to be inspected by the EHS Office annually.**  
 **Fume hoods /Biological Safety Cabinets must be free of excessive clutter or loose paper.** *Clutter in a hood presents a spill/ splash hazard and can interfere with the airflow.*  
 **Sash needs to be at the recommended height during operations.** *Must be at or below marked level to operate correctly.*  
 **Seal open containers in fume hood**  
 **Chemicals must not be permanently stored in fume hood**  
*Storing chemicals in a hood present spill/ splash hazards as well as interfering with the operation of the air system.*  
 **Remove items stored in back part of fume hood which are blocking the airflow.**
- 4. WASTE DISPOSAL:**  
 **Waste containers must be closed.** *State regulations require containers to be closed.*  
 **Dispose of old chemicals / samples / waste**  
 **Encapsulate sharps before disposal**  
*All sharp metal implements (razors, needles, surgical blades, etc.) must be discarded by placing them in a hard-sided container and encasing them in a hard substance, e.g., concrete, plaster, paraffin, polymerized resin, etc.*  
 **Broken glass must be disposed properly** *Glass must be placed in a cardboard box before disposal.*  
 **Label waste container: "Hazardous Waste" and list chemical contents by proper names spelled out** *Hazardous Waste Tags are available in the EHS Office.*
- 5. AUTOCLAVE:**  
 **Biohazard waste must be autoclaved before disposal.**  
 **Biohazard symbols on bags identified as "AUTOCLAVED"** *Required by State law prior to disposal.*  
 **Log each biohazardous waste autoclaving activity** *Required by State law.*  
 **Use of a secondary container of sufficient size to hold biohazard bags to be autoclaved**
- 6. PERSONAL PROTECTIVE EQUIPMENT/EYEWASH/SHOWERS:**  
 **Shower/eyewash station must not be blocked by items**  
 **Flush and inspect the eyewash / shower on a monthly basis** *This insures cleanliness and proper operation*  
 **Provide or ensure that Personal Protective Equipment is used** *Gloves, lab coats, eye protection, etc*
- 7. SAFE LAB PRACTICES:**  
 **Prohibit smoking**  
 **No eating, drinking, or applying cosmetics in lab work areas**  
 **Provide adequate facilities for hand washing (e.g. soap, towels)**  
 **Do not recap used needles**  
*Carefully place uncapped needles into sharps container. Recapping needles exposes personnel to more opportunities for injury*  
 **Pour water into floor drains**  
*This reduces any chance of sewer gas backing up into your lab*  
 **Deface all empty bottles before reuse or disposal to prevent confusion over contents**

**8. CHEMICAL STORAGE:**

- Minimize amounts of flammables. Do not store flammable chemicals in non-explosion proof refrigerator
- Picric acid must remain wetted to prevent possible shock explosion
- Do not store hazardous liquid chemicals above eye level
- Do not store food and chemicals in same refrigerator
- Do not store chemicals on floor
- Segregate according to hazard class (Corrosive, poison, reactive, flammable, etc.)  
*Alphabetical storage should only be used within same hazard class*
- Repackage or dispose of chemicals in deteriorated containers
- Perchloric acid must be stored separately from organic materials and other acids
- Date chemicals when received and again when opened
- Do not store chemicals on work bench
- Store flammable liquids in flammable storage cabinet

**9. WARNING LABELS:**

- Properly label secondary containers to indicate contents
- Replace missing or deteriorating labels
- Post emergency contacts on outer door
- Post specific warning signs (bio-hazard, radioactive, etc.) on lab door
- Label microwave "Lab Use Only" or "Food Only"
- Label refrigerator "Not Safe for Flammable Storage" or "Food Only"

**10. HAZARD COMMUNICATIONS:**

- State regulations require that all laboratory personnel have laboratory-specific chemical safety training and that this training be documented in each person's file. It is the responsibility of each Principal Investigator to furnish this training and to ensure that the appropriate documentation is maintained
- MSDSs, are available in the laboratory or department, and additional information is available through the EHS website at: <http://ppo.tamuk.edu/ehs>

**11. PHYSICAL HAZARDS:**

- Relocate or tape down electrical cords, hoses and/or computer cables that present tripping hazards
- Secure compressed gas cylinders
- Apply safety cap to cylinders when not in use
- Vacuum pumps must be have proper belt guards
- Do not store glass items on floor

**12. OTHER:**

- A copy of university's "Chemical Hygiene Plan" must be available in the laboratory
- A spill containment kit must be accessible
- Maintain proper housekeeping
- Discard all unnecessary storage (e.g., boxes, old equipment, ...)