**Chemical Engineering Monthly Lab Safety Checklist – General**

To be carried out by supervisor or their chosen representative (supervisor must be aware of results).

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| **Lab:** | Mark each box with ✓ if checked and okay, and 🗶 if there is a problem. Explain problem in comments section on last page. |
|  | **Month 1** | **Month 2** | **Month 3** | **Month 4** |
|  | **Date:** | **Date:** | **Date:** | **Date:** |
| Hazards: Are there any hazards in the lab not mentioned on the door safety sign? |  |  |  |  |
| Hazards: Is the yellow emergency sign present and visible? |  |  |  |  |
| Hazards: Is the floor clear of trip hazards? |  |  |  |  |
| Hazards: Are the risk assessments up to date and in the lab? |  |  |  |  |
| Fire: Is the fire escape route clear? |  |  |  |  |
| Fire: Are fire doors closed? |  |  |  |  |
| General: Are work surfaces clean and uncluttered? |  |  |  |  |
| General: Is electrical equipment being used near the sink? |  |  |  |  |
| General: Is the spill kit present, obvious and fully stocked (i.e. still tagged)? |  |  |  |  |
| General: Is the sink clean & free of dirty glassware and clutter? |  |  |  |  |
| General: Is there any evidence of eating or drinking, or food in the lab fridge? |  |  |  |  |
| General: Is equipment running overnight covered by a signed permit which is within date? |  |  |  |  |
| Eye Bath: Is the eye bath accessible? |  |  |  |  |
| Eye Bath: Has eye bath been purged once a week for 30 seconds? |  |  |  |  |
| Waste: Are waste bins overflowing or waste accumulating in the lab? |  |  |  |  |
| Waste: Is there a sharps bin? |  |  |  |  |
| PPE: Are lab coats and safety glasses and any other appropriate PPE being worn? |  |  |  |  |
| PPE: Are lab coats, safety glasses and any other appropriate PPE available for visitors? |  |  |  |  |
| Chemical Storage: Are chemicals and solvents not in immediate use being stored properly, with acids stored separately from solvents?  |  |  |  |  |
| Gases: If fitted, are gas lines labelled with gas type at all take-off points with correct colour labels? |  |  |  |  |
| Gases: If experimental rigs use compressed gases, is a correct and signed process diagram displayed by the rig? |  |  |  |  |
| Gases: If fitted, are gas monitors reading nominal values? |  |  |  |  |
| Gases: Are gas regulators on cylinders labelled with the correct gas? |  |  |  |  |
| Gases: Are all gas cylinders properly secured? |  |  |  |  |
| Fume cupboards: Are the fume cupboards free of clutter? |  |  |  |  |
| Fume cupboards: Are sashes down if not being used? |  |  |  |  |
| Fume cupboards: Have the fume cupboards been calibrated within last 12 months? |  |  |  |  |
| Fume cupboards: Are surfaces clean & free of chemical spills? |  |  |  |  |
| Fume cupboards: Is the needle of the fire suppression system gauge reading in the green area? |  |  |  |  |
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| **Signed:** |

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| **Date** | **Comments** |
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