**Chemical Engineering Monthly Lab Safety Checklist – X-Ray Laboratories**

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

|  |  |
| --- | --- |
| **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? |  |  |  |  |
| X-Rays: Is the shielding around the door and cables not compromised? |  |  |  |  |
| X-Rays: Are the CCTV monitor, X-Rays warning lights and sounder working properly? |  |  |  |  |
| X-Rays: Is the yellow emergency sign present and visible?  |  |  |  |  |
| X-Rays: Is the RPS clearly labelled on the door sign? |  |  |  |  |
| X-Rays: Are the local X-Ray rules up to date and signed by all X-Ray users? |  |  |  |  |
|  |
| **Signed:** |

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