

Attachment A

Duquesne University Laboratory Safety Inspection Checklist

Lab Number: _____

Date of Inspection: _____

Professor in Charge: _____

Inspectors: _____

HAZARD COMMUNICATION	YES	NO	N/A	COMMENTS
MSDSs - main location and links on desktop				
Current inventory posted near entranceway, with date of update				
Outside door posting present				
NFPA - is it posted on the door posting and filled out				

PROTECTIVE EQUIPMENT	YES	NO	N/A	COMMENTS
Protective gloves present				
Lab coats present				
Splash goggles/face shield present				
Sharps containers present				
Broken glass container present				

FUME HOODS and GLOVE BOXES	YES	NO	N/A	COMMENTS
Sufficient engineering controls present				
Current inspection, status label				
Red-tagged hoods are shut down				
Sufficient working space in hood				
Hood sash maintained at correct level				
Users aware of procedures for hood alarm				
Is procedure followed for perchloric acid fume hood				

PHYSICAL HAZARDS	YES	NO	N/A	COMMENTS
Extension cords for temporary use only				
Extension cords pose a trip hazard				
Overloaded outlets present				
Wires in good condition				
Laser warning signage present				
Laser eye protection present				
Compressed gas cylinders secured				
Protective cap on stored gas cylinders				
Flammable/oxidizer gases stored separately				

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INSTRUMENT & EQUIPMENT	YES	NO	N/A	COMMENTS
Refrigerators clean and maintained				
Vacuum pump & pulley belts guarded				
Spill trays under mercury instruments				
Hose clamps - are all clamps tight and secure				
Recirculating pumps - are they being used properly				

CHEMICAL STORAGE & USAGE	YES	NO	N/A	COMMENTS
All chemical containers identified with chemical name				
Containers in good condition				
All containers capped/sealed				
Expired material properly addressed				
Oxidizers and solvents segregated				
Acids and bases segregated				
Volatile materials used in fume hood				
Perchloric acid used properly				
Sufficient flammable storage (see guidelines)				
All chemical containers stored in proper cabinets				

EMERGENCY RESPONSE	YES	NO	N/A	COMMENTS
Campus emergency phone number listed - COPS				
Internal emergency phone numbers posted				
Emergency exits unobstructed				
Shower location sign present				
Eyewash station present & clearly marked				
Eyewash solution has not expired				
Plumbed eyewashes routinely tested				
Spill response kit stocked				
Fire extinguisher location marked				
Fire extinguisher properly maintained				

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HOUSEKEEPING	YES	NO	N/A	COMMENTS
Sufficient bench-top space				
Benches clean and orderly				
Hoods clean and orderly				
Sinks clean				
Walkways free of obstructions				
Safety showers free of obstructions				
Eyewash stations free of obstructions				
Fire extinguishers free of obstructions				
Electric boxes free of obstructions				
Acceptable storage				
Foor and/or beverages present				

HAZARDOUS WASTE	YES	NO	N/A	COMMENTS
Container near accumulation point				
Container is properly labeled				
Container is kept closed				
Container is in secondary containment				

BIOHAZARDOUS AREAS	YES	NO	N/A	COMMENTS
Work area warning signs present				
Proper waste containers used				
Materials properly labeled				
Proper decontamination procedure				

RADIOACTIVE AREAS	YES	NO	N/A	COMMENTS
Work area warning signs present				
Lab door locked when not in use				
Designated work areas marked				
Proper waste containers used				
Materials properly labeled				

10/8/2007

October 2002
February 2006
October 2007