

## Appendix C

### Lab Safety Inspection Checklist Form

Note: D = daily, W = weekly, M = monthly, T = once per term

\*Please see the table for recommended inspection frequency.

Date	Department/Major	Lab #	Lab Name	Conducted by:

Frequency <sup>Note</sup>				Descriptor	Check Mark		
D	W	M	T		Yes	No	N/A
				<b>First-aid Equipment</b>			
				1. Is the first-aid box easily accessible and fully equipped with the required contents?			
				2. Do all essential medicines, bandages, sterilized cotton and antiseptic lotions in the first aid cabinet have proper expiry dates?			
				<b>Fire-fighting Equipment</b>			
				1. Are all fire extinguishers appropriately located, mounted, identified, and accessible without obstruction?			
				2. Is the fire alarm free from damage and is in working condition?			
				3. Is the portable fire extinguisher in working condition and fully loaded for immediate use?			
				<b>Personal Protective Equipment</b>			
				1. Is the lab provided with sufficient safety goggles for immediate use (if required)?			
				2. Are the safety goggles in the lab clean and in good condition?			
				3. Is the face shield available for immediate use (if applicable)?			
				4. Is the lab provided with safety goggles for laser protection (if required) for immediate use?			

Frequency <sup>Note</sup>				Descriptor	Check Mark		
D	W	M	T		Yes	No	N/A
				5. If required, is the lab provided with lab coats and protective gloves (e.g. disposable gloves, chemical/heat resistant gloves) for immediate use?			
				6. Is the respirator available for immediate use? (if applicable)			
				<b>Exits/Passages</b>			
				1. Are all passages and exits free from obstructions?			
				2. To restrict unauthorized entry, are all entrances to the laboratories locked by the end of the day?			
				<b>Electrical Supply</b>			
				1. Are electrical sockets, plugs, and switches securely screwed, have no cracks, and are free from signs of overheating?			
				2. Are electrical fittings in the lab free from loose and exposed wires?			
				3. Is the main supply turned off by the end of the day (if applicable)?			
				<b>Machine and Guards (if applicable)</b>			
				1. Are machines and equipment in the lab free from obstructions?			
				2. Are rotating parts, belt drives, shafts, fans appropriately guarded?			
				3. Are all tools in good working condition?			
				4. Is there adequate distance between machines & operators?			
				5. Is access to machinery controlled?			
				6. Do operators hold relevant certificates/licenses? (where relevant)			
				7. Are operating instructions/safety signs adequate & clear?			

Frequency <sup>Note</sup>				Descriptor	Check Mark		
D	W	M	T		Yes	No	N/A
				<b>Gas Supply (if applicable)</b>			
				1. Are Bunsen burners in the lab maintained properly?			
				2. Are all gas taps closed by the end of the day?			
				3. Is the main gas supply in the lab closed by the end of the day?			
				4. Are the gas cylinders (if available) chained properly?			
				<b>Water Supply/Drainage System</b>			
				1. Are the water taps in the lab functioning properly?			
				2. Are the sinks free from leakage?			
				<b>Fume Hood (if applicable)</b>			
				1. Is the fume hood functioning properly?			
				2. Is the working area inside the fume hood clean and ready for immediate use?			
				<b>Floor</b>			
				1. Is the floor maintained properly and in a safe condition (e.g. no slippery areas, no loose tiles, no electrical wires, no chemical containers, etc.)?			
				<b>General Storage</b>			
				1. Is the lab provided with special cabinets to store all hazardous chemicals?			
				2. Are materials stored properly so they shall not fall?			
				3. Are storages free from projections, sharp edges?			
				4. Are all the hazardous chemicals provided with appropriate hazard warning labels?			
				5. Are incompatible chemicals separately stored from each other?			

Frequency <sup>Note</sup>				Descriptor	Check Mark		
D	W	M	T		Yes	No	N/A
				6. Is the spill control kit provided (to deal with chemical spills) in good condition and readily accessible for use?			
				7. Are the safety data sheets (SDSs) readily available for all the hazardous chemicals stored in the lab?			
				8. Are all radioactive substances (if any) stored properly in a locked metal container?			
				9. Are heavy items stored at a low level?			
				10. Is the laser (if any) kept under lock?			
				11. Are containers provided in the lab to segregate and store chemical wastes properly?			
				<b>Others (please specify)</b>			

**Comments:**

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Reviewed by	Signature/ Date
Lab Safety Coordinator	
Department Chairman	

**\*Table: Recommended Inspection Frequency**

S.N	Inspections	Frequency (D, W, M, T)
1.	First-aid Equipment	M
2.	Fire-fighting Equipment	M
3.	Personal Protective Equipment	W
4.	Exits/Passages	W
5.	Electrical Supply	W
6.	Machine and Guards	W
7.	Gas Supply	W
8.	Water Supply/Drainage System	W
9.	Fume Hood	W
10.	Floor	D
11.	General Storage	T