

## Laboratory Safety Inspection Report

School:					Codes	
Date of Inspection:					N	No
Inspector:					NA	Not Applicable
					Y	Yes
Inspection Questions			Science Room Numbers			
<b>FIRE EXTINGUISHER</b>						
1. Do you have a fire extinguisher that is an ABC dry chemical type?						
2. Fire extinguisher is clearly labeled with a sign, is visible, easily accessible and unobstructed.						
3. Safety seal on the fire extinguisher pin is intact.						
4. Gauge on the fire extinguisher indicates it is adequately charged.						
5. Fire extinguisher has a current inspection tag that is less than one year old.						
6. ABC-type fire extinguishers are strategically located throughout the science laboratory and storage areas. You never have to travel more than 25 feet to get to one.						
7. Fire extinguisher is installed five feet above the ground and weighs between 15 and 40 lbs.						

### Notes

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Inspection Questions	Science Room Numbers											
8. Fire extinguisher is hung on the wall and not sitting on the floor.												
9. Teachers have all been trained and have hands-on experience on how to use a fire extinguisher.												
10. A Class D fire extinguisher is available for use when reactive metals are present.												
11. School personnel inspect fire extinguishers every year.												
<b>FIRE BLANKET</b>												
12. Do you have a fire blanket that is made of 100% wool?												
13. Is the fire blanket clearly labeled, visible, easily accessible and unobstructed?												
14. Fire blankets are strategically located throughout the laboratory and storage areas. You never have to travel more than 30 feet to use one.												

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15. Fire blanket is mounted on a wall no more than 30 inches off the floor.						
16. Teachers have all been trained on how and when to use a fire blanket.						
17. School personnel inspect the fire blanket every year.						
<b>EYEWASH</b>						
18. Do you have an eyewash located in every room that uses any type or form of laboratory chemicals?						
19. The eyewash is labeled, visible, easily accessible and unobstructed.						
20. Eyewash treats both eyes at the same time, provides a continuous wash for 20 minutes and has water from a clean source.						
21. Eyewash is strategically located throughout the laboratory, preparation and storage areas. You never have to travel more than 25 feet to get to one.						

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22. The water pressure in the room is sufficient enough to provide three gallons of water per minute to the eyewash.						
23. The eyewash has a "stay-on" valve that allows for hands-free operation.						
24. Eyewash effectiveness and operation are inspected every three months.						
<b>SAFETY SHOWER/BODY DRENCH</b>						
25. Do you have a safety shower/body drench in the chemistry laboratory and chemical storage area?						
26. Safety shower/drench is labeled, visible, easily accessible and unobstructed?						
27. Safety shower/body drench is strategically located throughout the laboratory and storage area. You never have to travel more than 50 feet to get to one.						
28. Water pressure in the room is sufficient enough to provide 20 gallons of water per minute to the safety shower or four gallons per minute to a body drench.						

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Inspection Questions	Science Room Numbers											
29. Safety shower has a "stay-on" valve that allows hands-free operation.												
30. Safety shower/body drench effectiveness and operation is tested every six months.												
31. Safety shower/body drench has a floor drain with a cap to prevent chemical from being poured down the drain.												
<b>FIRST AID KIT</b>												
32. Do you have a first aid kit?												
33. Is the kit labeled, visible, easily accessible and unobstructed?												
34. The first aid kit is adequately stocked and contains supplies specifically designed for chemical first aid.												
35. The first aid kit is inspected every six months and restocked when needed.												

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36. A medical emergency plan exists and teachers have been trained on how to implement the plan.						
37. All teachers have first aid and CPR training.						
<b>SAFETY SIGNS</b>						
38. Fire exits are clearly marked with exit signs.						
39. Safety placards are prominently posted next to all safety equipment.						
40. Safety rules and posters are on display in the science classroom and laboratory.						
<b>MASTER UTILITY CONTROLS</b>						
41. You know where the master electrical shutoff switch is located and how to turn it off and on.						
42. You know which electrical outlets are controlled by the master electrical switch.						

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43. The master electrical switch is inspected yearly and is in good working order.				
44. The master electrical switch is clearly labeled, visible, easily accessible and unobstructed.				
45. You know where the gas shutoff valve is and how to turn it on and off.				
46. The gas shutoff valve is inspected once a year and is in good working order.				
47. The gas shutoff valve is clearly labeled, easily accessible and unobstructed.				
48. The gas shutoff valve is off or closed when gas jets are not in use.				
49. Student gas jet valves are inspected for closure at the end of each day.				

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50. Does each water source have a water shutoff valve that is easily accessible and in good working order?				
<b>SPILL CONTROL EQUIPMENT</b>				
51. Do you have spill control equipment kept where chemicals are stored?				
52. Spill control equipment is large enough to handle the contents of your largest chemical bottle if it was broken.				
53. Spill control equipment is labeled, visible, easily accessible and unobstructed.				
54. Spill control equipment is inspected every year and is in good working order.				
55. Mercury spill control containment and cleanup equipment is available for use.				
56. Teachers have all received hands-on training on how to handle a chemical spill.				

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<b>FUME HOODS</b>						
57. A fume hood is available where chemical solutions are prepared and in every chemistry laboratory that uses hazardous chemicals.						
58. Chemicals are never stored inside the fume hood.						
59. The fume hood has been tested every three months and has a face velocity of 100 ft/minute.						
60. The fume hood has an adjustable sash and is in good working order.						
61. The fume hood is located away from the primary entrance and exit and away from high traffic areas.						
62. The fume hood is vented directly to the out-of-doors.						
63. The fume hood vent stack is at least 8 feet above the roof line and away from fresh air returns.						

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<b>PERSONAL PROTECTION EQUIPMENT</b>						
64. Goggles and all other forms of eye protection are available and meet ANZI Z87.1 standards and are so marked.						
65. Eye protection is stored close by and available for all who need to wear it.						
66. Eye protection is inspected yearly, is in good working order and comfortable to wear.						
67. Eye protection is cleaned and disinfected before it is used by another person.						
68. Eye protection is worn when chemicals, heat and/or glassware is used.						
69. Aprons are chemical-resistant and available to all laboratory participants.						
70. Chemical-resistant gloves are available and used when handling hazardous laboratory chemicals. Heat- and cold-resistant gloves are available, if needed.						

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71. If loud demonstrations are conducted, is hearing protection worn?						
<b>LABORATORY VENTILATION</b>						
72. Does your laboratory have a ventilation system to remove hazardous chemical vapors?						
73. Has the room been tested with a smoke generator?						
74. There is an exhaust or purge fan available for exhausting laboratory fumes. The fan is able to provide a complete air change in 5–10 minutes or less.						
75. The laboratory ventilation system is tested every year.						
76. The laboratory ventilation exhaust system is vented directly to the out of doors.						
77. The laboratory ventilation exhaust system stack is at least 8 feet above the roof line and away from all fresh air returns.						

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<b>CLASSROOM CHEMICAL STORAGE</b>						
78. Chemicals are never stored in the classroom or laboratory unless they are in student reagent bottles or in a low concentration solution.						
<b>TRAFFIC FLOW AND FLOORING</b>						
79. Clear traffic paths are provided in the classroom, laboratory and preparation/storage areas. All traffic paths are free of clutter.						
80. Evacuation procedures are established, practiced and posted in the classroom.						
81. Flooring is nonreactive with chemicals (i.e., no carpeting or rugs). Tile floors are covered with a nonskid wax.						
82. Exits are large enough for occupant load (minimum width is no less than 28 inches).						
83. Aisles are wide and do not have dead ends.						
84. If a floor drain is present, it is capped to prevent spills from entering the sewer system.						

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<b>GAS CYLINDERS</b>						
85. Large gas cylinders (greater than 12" high) are firmly secured to the wall and are always in a holder or clamped tightly in place while being used.						
86. Gas cylinders are capped, supported to prevent rolling or tipping and placed away from heat sources or open flames.						
<b>LABORATORY TABLES AND STOOLS</b>						
87. Tabletops are free of sharp edges and have chemical-resistant tops.						
88. Stools are not used when laboratory activities are being performed.						
<b>EMERGENCY COMMUNICATION</b>						
89. A telephone with an outside line is located in the science department, and emergency telephone numbers are posted by it.						
<b>SAFETY DATA SHEETS</b>						
90. SDSs are available for every chemical stored and used at the school to assess the hazards of the chemicals.						

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91. The SDSs are stored in an accessible location within the science areas.						
<b>REFRIGERATOR</b>						
92. No food or drinks are stored in the science department refrigerator.						
93. Refrigerator is properly maintained and labeled.						
<b>CLASS SIZE/TEACHER SUPERVISION</b>						
94. Student/teacher ratio never exceeds 24:1.						
95. The classroom/laboratory has no blind spots where students are unsupervised by the teacher from all points in the room.						
<b>BIOLOGICAL WASTE</b>						
96. Written procedures and policies are established for handling and disposal of biological waste.						

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97. All biohazardous material has been identified, labeled and properly stored.						
98. Are bloodletting and other bodily fluid experimentations prohibited?						
99. Do you prohibit the handling of dangerous pathogens by students?						
<b>HYGIENE</b>						
100. Is disinfectant soap available for student use?						
<b>GLASSWARE</b>						
101. Are broken glass containers available? Are they clearly labeled?						
102. Is there a glassware drying rack available?						
103. When glassware is used with a vacuum or subjected to temperature extremes or mechanical stress, is it shielded or wrapped to protect from possible shattering?						

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<b>ELECTRICAL SAFETY</b>						
104. Plugs and cords to all electronic equipment are in good shape; they do not have splices, cracks, exposed wires or frayed insulation.						
105. All electrical outlets have been tested and are properly wired and grounded.						
106. Outlets within 3 feet of a water source have ground fault interrupters.						
107. Are there a sufficient number of electrical outlets available to eliminate the use of extension cords?						
108. If electrical cords are used, they have a 3-prong plug and contain 18-gauge wire or heavier. They also do not block traffic aisles.						
109. No multiple plug adapters are used.						
<b>INGRESS AND EGRESS</b>						
110. Exits to all classrooms, laboratories, storage and preparation areas are marked and readily visible.						

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Inspection Questions		Science Room Numbers		
111. Exits are unobstructed.				
112. Exits are wide enough for occupant load (minimum width of 28 inches).				
113. Non-exits are clearly marked.				
114. More than one exit is provided in each laboratory and chemical preparation/storage area.				
115. Exit doors open outward to allow rapid evacuation in an emergency.				
116. Access to the preparation/storage areas is limited to the science staff only and is clearly marked with words, such as "Authorized Personnel Only—Students Keep Out."				
117. Doors have self return hardware and automatically shut and lock.				

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Inspection Questions		Science Room Numbers				
118. Laboratories and preparation/storage areas are kept locked at all times when not in use.						
119. Keys to the science rooms are only available to science staff and administration.						
120. Fire doors are used to separate the chemical storage area from the rest of the school.						
<b>WASTE RECEPTACLES</b>						
121. Adequate waste receptacles are available and are clearly labeled identifying the type of waste it will accept.						
122. Waste containers are sturdy, inspected for leaks and cracks, compatible with waste placed in them and kept closed when not in use.						
123. Hazardous waste records are kept showing the initial date of storage and the chemicals involved.						
<b>LIGHTING</b>						
124. The room is well-lit (50–100 foot candles per square foot).						

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125. Battery-operated emergency lighting systems are provided in rooms that have no windows to facilitate safe evacuation during a power failure. This includes all storage or preparation rooms.						
126. Emergency lighting is checked every year.						
<b>SMOKE DETECTORS/ALARMS/SPRINKLERS</b>						
127. There is a functioning smoke/fire detector in the chemical stores area and it is tested annually.						
128. If the detector is operated by battery are the batteries changed every year?						
129. The detector/alarm is connected to another detector so school personnel outside the chemical storage area can hear the alarm.						
130. There is a functioning fire alarm pull box in the science area.						
131. A 12" clearance is maintained near all ceiling sprinkler heads.						

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<b>CHEMICAL STOREROOM VENTILATION</b>						
132. The chemical storeroom does not “stink” when you walk into it.						
133. The chemical storeroom ventilation provides at least four air changes per hour.						
134. The chemical storeroom ventilation is pulled up from the floor level.						
135. The chemical storeroom ventilation is vented directly to the out-of-doors.						
136. Ventilation exhaust stacks mounted on the roof are eight feet higher than the fresh air intake vents.						
137. Chemical storeroom ventilation is inspected and tested once a year.						
<b>CHEMICAL STORAGE SHELVING</b>						
138. Shelves are securely attached to the wall.						

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139. Shelves are constructed of wood (not particleboard), and the center is not sagging.						
140. Shelf support brackets are inspected regularly for structural damage.						
141. Shelves have raised front lips to prevent chemical containers from rolling off.						
142. Shelf aisles are at least three feet wide and have no long dead ends.						
<b>CHEMICAL HANDLING</b>						
143. A cart is provided for chemical transport of chemicals from the storage area to the laboratory.						
144. Chemicals are always returned to the chemical storeroom at the end of the day.						
145. Safety shields are available and used to protect students from potentially dangerous experiments or demonstrations.						

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146. All flammable liquids are kept away from open flames on spark-producing apparatus.						
147. A stable and sturdy stepstool or ladder is provided for reaching items on upper shelves.						
<b>CHEMICAL INVENTORY</b>						
148. A complete and current chemical inventory is available showing the name of the chemical, its storage location and the amount on hand.						
149. Accurate records of radioactive materials are maintained.						
<b>CHEMICAL CONTAINERS/LABELING</b>						
150. All chemical containers are clearly labeled with the name of the chemical, its concentration, how it can affect you and organs affected.						
151. Student chemical bottles are correctly labeled when transferred from an original container.						
152. Chemical container labels are replaced immediately when damaged or missing.						

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153. Chemicals are date-labeled upon receipt from the manufacturer.				
154. Chemical containers are inspected annually for leakage or deterioration. Chemicals are not kept in containers that are in poor condition.				
155. Bulk chemicals are never packaged into smaller package sizes unless the chemical is placed in small bottles for student use.				
156. Plastic, metal and PVC-coated glass bottles are required to be provided from chemical suppliers in lieu of plain glass containers.				
<b>CHEMICAL STORAGE</b>				
157. Chemical shelves are not overcrowded or loaded beyond capacity. Chemical bottles are stored neatly without being stacked on top of one another.				
158. No chemicals are stored on the floor.				
159. All chemical containers are securely capped and sealed.				

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Inspection Questions	Science Room Numbers											
160. All chemicals are stored under lock and key.												
161. The chemical storage area is kept cool and dry (50-80 °F).												
162. All peroxide-forming chemicals are identified and marked with the date received.												
163. Severely poisonous chemicals are given special protection and are stored in a locked cabinet.												
164. Sodium, lithium and potassium metals are always stored under light, dry mineral oil.												
165. Volatile carcinogenic chemicals have been eliminated from the science program.												
166. Corrosive chemicals (acids and bases) are stored in appropriate chemical storage cabinets.												

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167. Nitric acid is stored separately from acetic acid.				
168. All flammable liquids are stored in NFPA-certified chemical safety storage cabinets and away from heat or flame.				
169. The flammables cabinet is not vented.				
170. Severely dangerous chemicals are only kept in small quantities (no more than a three-year supply).				
171. No chemicals are kept beyond the manufacturers shelf life.				
172. No excessive quantities of chemicals are stored.				
173. All chemicals are stored according to the Flinn Suggested Chemical Storage Pattern.				

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174. The school has adopted a purchasing philosophy that when buying chemicals, safety and chemical disposal are as important as cost.						
<b>CHEMICAL DISPOSAL</b>						
175. Chemicals are disposed of on a regular basis, and chemical wastes are disposed of according to federal and state guidelines.						
<b>MISCELLANEOUS</b>						
176. The science office is not located in the chemical storage area.						
177. Laboratory sinks have rubber mats in the bottom of the sink basin.						
178. Good housekeeping—All laboratories and storage areas are maintained in a neat, orderly condition, and equipment is stored in its proper place and safely secured to prevent theft.						
179. Pipet bulbs are available for pipeting.						
180. During laboratory exercises book bags, coats and other unrelated materials are kept away from the lab area.						

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181. Science staff are the only ones who open incoming chemical shipments.				
182. Animals, if used, are treated humanely.				
183. Plants with poisonous oils or saps are never used.				
<b>RULES, POLICIES AND SAFETY MANUALS</b>				
184. A districtwide or science department safety manual is available.				
185. The district or school has a written chemical hygiene plan, and all science teachers are trained.				
186. Every student experiment or demonstration has been reviewed for possible safety problems prior to use by the students.				
187. Administrators are aware of safety programs used in the science department and are committed to providing a safe teaching environment.				

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188. Any unsafe or hazardous conditions are immediately reported to the science safety officer or to the school administrator in writing.												
189. The school administration, upon hearing of an unsafe or hazardous condition, quickly rectifies the problem.												
190. Teachers promote a positive attitude toward safety and are good safety role models.												
191. Only certified science teachers supervise student laboratory activities.												
192. Students receive safety training prior to their first laboratory activity.												
193. The teacher explains and students receive, read and sign a safety contract. Students are then tested on their understanding of the safety rules they have learned.												
194. Only those students receiving a perfect score on their safety test are allowed to enter the laboratory.												

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195. If safety rules are violated, penalties are defined and carried out without bias or discrimination.						
196. Documentation of safety rules discussed with students is recorded in the teacher's daily lesson plan book.						
197. Teachers include a safety discussion as part of every prelaboratory instruction.						
198. Laboratory safety rules and posters are posted on the walls.						
199. Lab technicians and student aids have received special safety training relative to the tasks they are to perform.						
200. Teachers are instructed in emergency procedures, including evacuation, eyewash, shower use, fire extinguishers and spill control.						
201. All visitors are instructed to follow safety rules.						

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202. All building custodians and maintenance personnel are advised of the potential dangers in the science department.												
203. Accident report forms are available and used anytime someone is injured or when an "event" or spill occurs.												
204. The laboratory is used only for science activities.												
205. Teachers and students read all chemical labels prior to use. Teachers also understand the hazards of a chemical before it is used.												
206. Food and beverages are never allowed in the laboratory.												
207. Long hair and loose clothing are restricted in the laboratory.												
208. Mouth pipeting is never allowed, and glassware is not used for drinking.												

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209. Students are never left unattended in the science area.				
210. A comprehensive safety inspection (like the one you are doing now) is conducted every year.				

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