Annexe 2



**Alfaisal University**

**Safety Inspection Check List**

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| --- | --- | --- | --- |
| **Laboratory Name/Code** | **Manager** | **Inspector** | **Date of Inspection** |
|  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Description** | **Yes** | **No** | **N/A** | **Note** |
|   | Record keeping |   |   |   |   |
| 1 | Concerns from prior inspections have been well addressed and rectifications documented |  |  |  |  |
| 2 | Safety manual available in the lab. And easily accessible and up-to-date!  |  |  |  |  |
| 3 | Lab workers/students list is up-to-date  |  |  |  |  |
| 4 | Lab/workers have complete proper safety training and this is documented  |  |  |  |  |
| 5 | First aid and chemical spill kits available and in order |  |  |  |  |
|  6 | Lab personal protective equipment offered mirrors current dangers in the Lab |  |  |  |  |
| 7 | Contact of the person responsible for lab safety and the emergency contact numbers including mobile phone are posted near the lab entrance. |  |  |  |  |
| 8 | Incident report forms are available |  |  |  |  |
|  |  General Safety |  |  |  |  |
| 9 | Lab personnel are alert of the location and contents of the safety manual. |   |   |   |   |
| 10 | Personal protective equipment (gloves, lab coats, aprons, and goggles available in the lab.  |  |  |  |  |
| 11 | Eyewash/safety shower available within a walking distance of 10 seconds. |  |  |  |  |
| 12 | Sharps placed in designated sharp containers and the container is no more than three-quarters full?  |   |   |   |   |
| 13 | Floors dry and free of slip hazards |  |  |  |  |
| 14 | Lab floors, aisles, and adjacent hallways unobstructed |  |  |  |  |
| 15 | Fume hoods tested and in date (check date sticker on hoods, ≤ 12 months). |   |   |   |   |
| 16 | Extension cords are used temporarily and power strip not daisy-chained together? |  |  |  |  |
| 17 | No exposed wiring or damaged electrical cords? |  |  |  |  |
| 18 | Is a charged and regularly inspected fire extinguisher located in the proper place in the Lab? |   |   |   |   |
| 19 | Fridge/Freezer temperature monitoring record documented. |  |  |  |  |
| 20 | Are secondary containers labelled with the following:  Chemical name Appropriate hazard warnings |  |  |  |  |
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|  |  |  |  |
|   |  **Chemical Safety** |   |   |   |   |
| 21 | Chemical storage cabinets labelled and fitted with self-closing doors. |   |   |   |   |
| 22 | Chemicals stored appropriately according to compatibility and manufacturer instructions. |   |   |   |   |
| 23 | Corrosive acids/bases stored safely (below the eye level) using non-metallic shelves. |   |   |   |   |
| 24 | All flammable solvents stored in fire proof cabinets. |   |   |   |   |
| 25 | Flammable materials requiring refrigeration are placed in explosion- proof or flammable refrigerators only? |  |  |  |  |
| 26 | All chemicals/reagents labelled properly with the full chemical or trade name (Abbreviations or formulas NOT adequate!) |   |   |   |   |
| 27 | Are all lab personnel aware about chemical spill control plan? |   |   |   |   |
| 28 | Chemical spill kit readily available and accessible to all lab personnel. |   |   |   |   |
| 29 | Chemical wastes handled properly in compliance with environmental safety. |   |   |   |   |
| 30 | Chemical inventory available. |   |   |   |   |
| 331 | Hazardous materials near sinks or drains are placed in secondary containment? |  |  |  |  |
|  | Secondary containers clean and free from spilled material |  |  |  |  |
| 32 | Chemical inventory regularly updated. |   |   |   |   |
| 33 | List of high use chemicals is available. |   |   |   |   |
| 34 | List of high risk chemicals is available. |   |   |   |   |
| 35 | MSDS (SDS) of high use and high risk chemicals available and properly sited. |   |   |   |   |
| 36 | Are there old or expired chemicals in the area? |  |  |  |  |
| **Biosafety** |
| 37 | Biohazard bags/containers are available and regularly (once a month) replaced |  |  |  |  |
| 38 | Biosafety hoods certifications are current.  |  |  |  |  |
|  |  |  |  |  |  |
|   |  **Compressed Gasses** |   |   |   |   |
| 39 | All gas cylinders stored in ventilated area (open area). |   |   |   |   |
| 40 | Flammable gas cylinders kept separately. |   |   |   |   |
| 41 | All gas cylinders securely restrained, braced or anchored  |   |   |   |   |
| 42 | Cylinders over 100 cm tall secured to a rigid structure at 1/3 and 2/3 of their height with metal chains and with a max of TWO cylinders per pair of chains |  |  |  |  |
| 43 | Regulators in good conditions, appropriate for gas type and pressure.Cylinder valves closed and valve caps in place when cylinders not in use |  |  |  |  |
|  | **Waste disposal** |  |  |  |  |
| 44 | Are sharps segregated and placed in proper containers? |  |  |  |  |
| 45 | Are proper bags and containers used for other infectious waste? |   |   |   |   |

**Recommendations…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..**

**Urgent actions to be taken……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

**Approved by ULSC Jan 30th 2019**