SAFETY SELF-INSPECTION TAG

Building: ________________________________
Room: ________________________________
Contact Person: ________________________

YEAR: ________________________________

MONTH: INSPECTED BY:
January
February
March
April
May
June
July
August
September
October
November
December

ONGOING:

- **Immediate Hazards** - identify any observed hazards and address as appropriate, e.g.
  - poor housekeeping
  - inadequate attire and/or PPE
  - food/drink/cosmetics in lab
  - improper labeling of materials or unattended experiments
  - propped doors
  - obstruction of exits, aisles, pull stations or emergency equipment
  - unsafe equipment or work practices

**WEEKLY (as applicable):**
- **Eyewash** - activate eyewash station to flush line and ensure proper operation; ensure area around station is clear

**MONTHLY (as applicable):**
- **Fire Extinguisher** - confirm extinguisher is in place & verify it is fully charged (green zone on pressure gauge)
- **First Aid/Spill kit** - check kit contents and replace items if required
- **Fume hoods** check certification of alarms & notify EHS if certification has expired. Notify PR if malfunctioning. Ensure work area & airflow is not obstructed
- **BSCs** – check certification and notify EHS if certification has expired. Notify BSC manufacturer if BSC is malfunctioning. Ensure work area & airflow is not obstructed
- **Chemical Storage** - inspect storage areas for leakage, expired/old chemicals, and separation of incompatibles. Ensure flammables are stored in flammable storage cabinets.

**PERIODICALLY/ANNUALLY (as applicable):**
- **Chemical Inventory** - confirm MSDSs are available for all chemicals in the lab and online inventory is up to date
- **Warning Signs** - confirm signage required for biosafety, radioactive materials, lasers, mechanical hazards, noise, chemical or electrical hazards are in place and visible

Based on CBS Self- Inspection Tag