

Safety Self-Inspection Tag

Building:

Room:

Contact Person:

Year:

Inspected by:

Month	W1	W2	W3	W4	M
January					
February					
March					
April					
May					
June					
July					
August					
September					
October					
November					
December					

DAILY

- **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 containers
 - unsafe equipment or work practices

- propped doors
- obstruction of exits, aisles, pull stations or emergency equipment

WEEKLY

- **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 or expired
- **Fume hoods** check certification of alarms & notify EHS if certification has expired. Notify PR if 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.
- **Emergency Lighting** – check for proper functioning of emergency lighting and replace as necessary

PERIODICALLY/ANNUALLY (as applicable):

- **Chemical Inventory** - confirm SDSs 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, unattended experiments, mechanical hazards, noise, chemical or electrical hazards are in place and visible