

## Checklist: Lab Safety

Lab: \_\_\_\_\_ Date: \_\_\_\_\_

Institute: \_\_\_\_\_ Group: \_\_\_\_\_

general order	ok?	remarks	measures	who?	due date
workplace ordered					
emergency exits, doors, fire corridors clear					
floor and corridors clear					
lab clean					
No unnecessary fire loads					
No tripping hazards					
No storage of food and beverages					
Door labelled correctly					
Door glazing not covered					

storage of chemical products	ok?	remarks	measures	who?	due date
Chemicals sorted according to hazard and stored separately					
containers clean and tightly closed					
containers labeled correctly					
liquids in spill trays					
hazardous chemicals in ventilated cabinets					
highly toxic chemicals locked in					
Chemical storage labelled correctly					
Needed amounts of chemicals only					
No outdated chemicals					
no storage together with food					
no storage in food containers					
Fridge protected against explosion					

Fridge tidy and labelled correctly					
Fridge not iced-over					
safety data sheets available					

compressed gas cylinders / gas network	ok?	remarks	measures	who?	due date
Protected against tipping					
hazardous gases in special cabinets					
Safety cap on not used bottles					
gas detectors installed (if necessary)					
no heat sources next to gas cylinders					
gas cylinders and network labeled					
no „do-it-yourself“ gas network installation					
geeignete Druckminderer verwendet					
no storage of gas cylinders in the lab					

cryogenic liquids	ok?	remarks	measures	who?	due date
PPE available and used by the staff					
no Dewars in emergency corridors					
oxygen monitoring installed (if necessary)					
room well ventilated					
Dewars labeled correctly					
staff trained					

disposal of hazardous substances	ok?	remarks	measures	who?	due date
separate collection of hazardous waste					
waste containers labeled correctly					
waste containers clean					

no waste containers made of glass					
„sharps“ collected separately in “sharps boxes”					
waste containers not over-filled					

personal protective equipment (PPE)	ok?	remarks	measures	who?	due date
PPE available (safety goggles, lab coat, gloves)					
special PPE available					
PPE is used					
lab coats are washed regularly					
closed shoes					
long trousers					

Laser	ok?	remarks	measures	who?	due date
for 3B and 4: safety goggles available					
Laser warning sign					
Laser class sign					
Laser lamp for 3B and 4					
users trained					
Laser safety officer					

fume hoods	ok?	remarks	measures	who?	due date
functional					
clean					
front window closed					
No storage of chemicals or waste					
No build in shelves					

regular maintenance					
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electrical equipment	ok?	remarks	measures	who?	due date
Electrical equipment operational					
Safe electrical equipment					
Safe socket outlets					

emergency equipment	ok?	remarks	measures	who?	due date
Eye wash and emergency shower present and easily accessible					
Fire extinguisher / fire blanket easily accessible					
Eye wash is rinsed regularly					
Emergency equipment labelled					
ETH emergency posters present					

cooling water	ok?	remarks	measures	who?	due date
Usage of cooling water cycle					
All hoses in good order					
All hoses secured					
Usage of water detection					
Cooling water backflow closed if not needed					

chemical experiments	ok?	remarks	measures	who?	due date
Dangerous instruments/experiments in fume hood					
Protected against ex-/implosions					
Non used test setups removed					
hydrofluoric acid: separate fumehood					

hydrofluoric acid: staff trained					
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<b>vacuum pumps</b>	<b>ok?</b>	<b>remarks</b>	<b>measures</b>	<b>who?</b>	<b>due date</b>
in good conditions					
no flammable substances next to it					

<b>other</b>	<b>ok?</b>	<b>remarks</b>	<b>measures</b>	<b>who?</b>	<b>due date</b>