**Chemical Hygiene Monthly Self-Inspection**

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| **Principal Investigator:** | | **Room & Bldg.:** | | | |
| **Individual Conducting Self-Inspection:** | | **Date:** | | | |
| Instructions:  Designate a senior lab member to assess your laboratory space(s) for the items listed below. If issues are identified, mark the item as “N” and indicate the corrective actions performed on page 2 of this document. Please contact OEHS if you have any questions or concerns related to any safety concerns identified in your laboratory. Retain self-inspection records for 1 year. See [OEHS website](https://research.wayne.edu/oehs) for [safety fact sheets](https://research.wayne.edu/oehs/chemical/fact-sheets), [chemical standard operating procedures](https://research.wayne.edu/oehs/chemical/sops), and additional safety information. | | | | | |
| A | GENERAL LAB SAFETY | | **Y** | **N** | **N/A** |
| **1** | Emergency phone numbers are posted on yellow placard outside of lab and are up to date. | |  |  |  |
| **2** | [Emergency procedures](https://research.wayne.edu/oehs/emergency) poster is posted in lab near phone or in a highly visible spot in lab. | |  |  |  |
| **3** | Good housekeeping practices: Aisles and exits are unobstructed; lab is free of trip hazards & clutter, including benchtops. | |  |  |  |
| **4** | No food or beverages stored or consumed in the lab. | |  |  |  |
| **5** | PPE is available, appropriate for the tasks, and being utilized.   * Personnel must wear appropriate street attire in the lab (e.g., closed toe shoes, full length clothing). * PPE must be removed prior to leaving the laboratory. | |  |  |  |
| **6** | Electrical cords, power strips and extension cords are in good condition and are not daisy chained together.   * See information on [Power Strips and Dangerous Daisy Chains](https://www.ocwr.gov/publications/fast-facts/power-strips-and-dangerous-daisy-chains/). | |  |  |  |
| **B** | **EMERGENCY RESPONSE EQUIPMENT** | | **Y** | **N** | **N/A** |
| **1** | If present, eyewash tested, flushed, & documented weekly on [Emergency Eyewash Maintenance Log](https://research.wayne.edu/oehs/lab-safety/eyewash-log-sheet.docx)   * A minimal clearance of 3 feet in diameter is required around safety equipment. * Glassware and chemicals must not be stored directly around eyewash area. | |  |  |  |
| **2** | Fire extinguishers are available within 50 feet of a hazard and not obstructed (3 ft. circumference)   * Class D fire extinguisher or extinguishing agent must be available if working with flammable metals (e.g., lithium, sodium, potassium, aluminum powder, etc.). | |  |  |  |
| **3** | Basic first aid supplies (e.g., band aids) are readily available and not expired. | |  |  |  |
| **C** | **CHEMICAL SAFETY, SEGREGATION, AND STORAGE** | | **Y** | **N** | **N/A** |
| **1** | Chemicals (including compressed gases) are segregated by hazard class and stored according to compatibility.   * [Chemical Segregation Flow Chart](https://research.wayne.edu/oehs/chemical/19-005f_oehs_chemical_segregation_flow_chart.pdf) | |  |  |  |
| **2** | All chemical containers including non-hazardous substances (e.g., water) legibly labeled with the full chemical or trade name written in English.   * Note: abbreviations/formulas are not sufficient. * Alternatively, post in work area a list of commonly used buffers with full name (e.g., PBS – Phosphate Buffered Saline, etc.) | |  |  |  |
| **3** | All chemical containers are in good condition.   * If bulging, do not touch container, contact OEHS (7-1200) immediately for safe disposal. | |  |  |  |
| **4** | All chemicals are stored off of floor in high traffic areas, below eye level, and no stacking. | |  |  |  |
| **5** | Areas near, in and under sinks are free of chemicals.   * Exception: compatible cleaning agents can be stored under sinks. | |  |  |  |
| **6** | Chemical fume hood certified within 1 year (see sticker on hood). If No, contact OEHS (7-1200).   * [Chemical fume hoods](https://research.wayne.edu/oehs/chemical/fume-hood) are not for long term storage of chemicals or waste. | |  |  |  |
| **7** | Flammable liquids are stored in OSHA/NFPA approved [flammable rated storage cabinets](https://research.wayne.edu/oehs/chemical/factsheet-flammable-cabinets.docx) or [explosion proof/ flammable resistant refrigerator/freezer](https://research.wayne.edu/oehs/chemical/fact_sheet_refrigerators_flammables.docx). | |  |  |  |
| **D** | **HAZARDOUS WASTE MANAGEMENT** | | **Y** | **N** | **N/A** |
| **1** | Hazardous waste is segregated by compatibility and stored in compatible containers. | |  |  |  |
| **2** | All hazardous waste containers are in good condition (not leaking, rusting, bulging or damaged).   * If bulging, do not touch container, contact OEHS (7-1200) immediately for safe disposal. | |  |  |  |
| **3** | Waste containers are closed at all-times unless actively adding waste. | |  |  |  |
| **4** | Hazardous liquid waste is placed in appropriate secondary containers.   * Secondary containers must have sufficient capacity to contain 10% of the volume of all containers or 100% of the volume of the largest container, whichever is greater. * Cardboard and polystyrene secondary containers are not permitted. | |  |  |  |
| **5** | All hazardous chemical waste containers have a completed, signed waste tag attached.   * Including: Accumulation start date, full chemical name(s) in English, and chemical percentages. * Waste cannot be accumulated for more than 90 days . * Submit a [Chemical Waste Pick-up Request](https://research.wayne.edu/oehs/forms/chem-waste) for full or old waste containers. | |  |  |  |
| **6** | Chemically contaminated glass waste is stored in a 5-gallon white pails provided by OEHS.   * Use the [Chemical Waste Pick-Up and New Container Request Form](https://research.wayne.edu/oehs/hazardous/chemical-waste) to obtain waste containers. | |  |  |  |
| **7** | Uncontaminated glass waste placed in a lined cardboard box.   * Labeled as “Uncontaminated broken glass” * Boxes are discarded by building custodians. Ensure boxes weigh less than 25 lbs. | |  |  |  |
| **8** | SHARPS containers are available for proper disposal of sharp objects. | |  |  |  |
| **E** | **COMPRESSED GAS SAFETY** | | **Y** | **N** | **N/A** |
| **1** | Compressed gas cylinders are stored upright and secured to prevent tipping, falling, or rolling.   * See [compressed gas cylinder storage fact sheet](https://research.wayne.edu/oehs/chemical/fact-sheet-compressed-gas-cylinders.docx) for information on securing cylinders. | |  |  |  |
| **2** | Gas cylinders which are empty or not in use: the valve is closed, regulator removed and the valve protector cap is secured in place. | |  |  |  |
| **F** | **LABORATORY SAFETY TRAINING AND DOCUMENTATION** | | **Y** | **N** | **N/A** |
| **1** | All personnel have completed the [Training Checklist](https://research.wayne.edu/oehs/lab-safety/lab-safety-training-checklist.docx) and are up to date on required training?   * See [Laboratory Safety Training](https://research.wayne.edu/oehs/training/lab) for training courses that may be required. | |  |  |  |

**List below any question from the checklist above that was marked “N”, note the lab specific issue identified, and the corrective action(s) the lab intends to implement.**

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| **Section/ Question Number** | **Issue Identified** | **Corrective Action and Target Completion Date** |
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**Comments – Please list below any questions or additional concerns. Contact OEHS if assistance is required.**