

Environmental Health and Safety Chemical Safety

UNIVERSITY OF WYOMING LABORATORY SAFETY SELF-SURVEY FORM

The following form is to be completed on a quarterly basis; return forms to Environmental Health and Safety, 303 Merica Hall. Please contact the university Chemical Hygiene Officer) at 6-3277 with any questions.

Principal Investigator: _____

Department: _____

Building: _____ Room Number: _____

Person completing form: _____ Phone Number: _____

Date: _____

Y = Satisfactory Condition N = Needs Improvement N/A = Not Applicable

HAZARDOUS MATERIALS	Y	N N/A
1. Labeling		
a. Original product names (or full chemical names) and hazards are clearly identified on labels.	___	___
b. Containers of non-hazardous substances (e.g. water) are labeled explicitly to avoid confusion.	___	___
2. Control		
a. Designated area established for the use of regulated carcinogens.	___	___
b. Incompatible chemicals are segregated.	___	___
c. Containers of peroxide-forming chemicals are dated upon receipt.	___	___
d. Flammable liquids are stored away from sources of ignition.	___	___
e. All chemical containers are capped and sealed, except when adding or removing materials from (no funnels sticking out of top).	___	___
f. No intentional disposal of chemicals by evaporation in fume hood.	___	___
3. Storage of Flammable/Combustible Liquids		
a. Flammable liquid storage cabinet(s) used and adequate for needs.	___	___
b. Flammable liquids are not stored outside of storage cabinet in excess of 10 gallons.	___	___
 HAZARDOUS WASTE		
1. Containment and Storage		
a. Waste is contained according to UW guidelines.	___	___

Environmental Health and Safety Manual

Chemical Safety

	Y	N N/A
b. Waste containers are sturdy, routinely inspected for leaks, compatible with the waste, and kept closed when waste is not being added or removed.	—	—
c. Stored for not more than 90 days from initial date of addition.	—	—
d. Waste pick-up forms are available.	—	—
2. Labeling		
a. Containers are labeled with the initial date of accumulation, with the words "Hazardous Waste", and with full names and percentages.	—	—
 HEALTH AND SAFETY EQUIPMENT		
1. Eye Washes		
a. Eye washes are provided within the work area for immediate use and/or access to them is not obstructed.	—	—
b. Units inspected monthly for proper functioning and tag initialed.	—	—
2. Laboratory Fume Hoods		
a. Certified within the last year. (check sticker on front)	—	—
b. Air flow indicator is present.	—	—
c. Storage within hood is minimized and containers are kept sealed.	—	—
d. Front sash is lowered to appropriate level when hood is used.	—	—
3. Compressed Gas Cylinder Safety		
a. Cylinders are protected from external heat sources in dry locations away from highly combustible materials.	—	—
b. Secured to a structural component of the building.	—	—
c. Protective caps are in place while cylinder is not in use or connected for use.	—	—
4. Housekeeping and Miscellaneous Laboratory Safety		
a. Bench tops clean and uncluttered; environs maintained to eliminate harmful exposures or unsafe conditions.	—	—
b. Vacuum pump belts are adequately protected by a belt-guard	—	—
 PERSONAL HEALTH AND SAFETY		
1. Training		
a. Safety training documentation is complete and current.	—	—
b. Supervisor/PI has a specialized written training plan for lab.	—	—
2. Food and Drink		
a. Stored and consumed where they may not be contaminated by toxic chemicals.	—	—
b. Edibles not stored in refrigerator or freezer unless dedicated for food and is labeled such.	—	—
c. Refrigerators/freezers clearly labeled for the type of material stored in them and with the words "NOT FOR STORAGE OF FOOD".	—	—

Environmental Health and Safety

Chemical Safety

EMERGENCY PREPAREDNESS

	Y	N N/A
1. Emergency Procedures		
a. Chemical spill/cleanup materials provided.	—	—
b. Training in spill cleanup procedures provided and documented.	—	—
2. Fire Prevention		
a. Appropriate fire extinguisher available within 75 feet and inspected within last year (see tag).	—	—
b. Access to fire extinguisher is unobstructed.	—	—
3. Exits		
a. Exits and aisles are clear and free of potential obstructions.	—	—
b. Exit signs are readily visible.	—	—

LABORATORY EQUIPMENT

1. Moving parts are guarded.	—	—
2. Equipment supports are strong, stable and uncorroded.	—	—
3. Wiring and switches are not frayed, disconnected or in poor condition.	—	—
4. Equipment is grounded.	—	—
5. Glassware is not cracked or splintered.	—	—