

Safe School Laboratory Checklist

Yes No Items to look for in the laboratory:

- 1. Does the laboratory have at least two clearly marked exits?
- 2. Are large containers of dangerous reagents stored in the laboratory?
- 3. Is a clearly marked fire extinguisher is present and not expired?
- 4. Are open flames or spark-producing equipment kept away from flammable vapors and liquids?
- 5. Are facilities available for flushing the eyes in case of chemical contamination?
- 6. Is a safety shower available within easy access to all personnel?
- 7. Are emergency telephone numbers posted in an easily visible location in the laboratory?
- 8. Are first aid cabinets clearly labeled, easily accessible and stocked?
- 9. Is a fire blanket available?
- 10. Is an emergency gas shut-off switch present?
- 11. Are electrical outlets near water sources equipped with ground fault interrupters?
- 12. Are household-type refrigerators used for chemical storage?
- 13. If yes, are electrical controls modified by removing to outside the refrigerator(s)?

Yes No Items to look for in the chemical storage room:

- 14. Is food kept in refrigerators used for chemical storage?
- 15. Are flammable solvents amounting to more than 1 pint kept in safety cans?
- 16. Are flammable chemicals stored separately (flammables cabinet preferred)?
- 17. Are large containers of chemicals stored near the floor?
- 18. Do apparatuses and glass tubing project beyond the front shelf limits?
- 19. Are there ridges along the front edges of shelves to prevent glass reagent bottles from rolling or jarring off?
- 20. Is the storeroom well lit and properly ventilated?
- 21. Are reagents and chemicals stored in lockers?
- 22. Is waste material allowed to accumulate on the floors, in corners, or under shelves and tables?
- 23. Is the storeroom the only location where chemicals are stored?
- 24. If not, are other storage areas locked?
- 25. Is the storeroom used only for chemical storage and preparation?
- 26. Does the school have a mercury spill kit?
- 27. Are chemicals stored at or below eye level?

Yes No Items to look for in the chemical storage room:

- 28. Are chemicals stored in an organized manner?
- 29. If yes, what organizational method is used?
 - a. Chemical family
 - b. Alphabetical
 - c. Other
- 30. Are Material Safety Data Sheets available for chemicals?
- 31. Does the school have an accurate and complete chemical inventory?
- 32. Are appropriate signs for hazardous chemical storage present (e.g., Authorized Personnel Only, Flammable, etc.)?
- 33. Are chemicals being stored in containers designed for chemical storage (e.g., not stored in baby food jars, coffee cans, etc.)?
- 34. Is any metal shelving rusty or weakened?
- 35. Does wooden shelving look damaged or bowed?
- 36. Are any chemicals being stored on the floor?
- 37. Is the storeroom easily accessible to students?
- 38. Are chemicals being stored in cracked or leaking containers?
- 39. Are chemicals stored without caps on them?

Yes No Items to look for in the chemical storage room:

- 40. Are unlabeled containers stored on the shelves?
- 41. Is any elemental mercury present?
- 42. Are mercury-containing compounds present?
- 43. Is picric acid present?
- 44. Are large amounts of water-reactive substances present (e.g., sodium, potassium and phosphorus in a lump greater than the size of a golf ball)?
- 45. Is carbon tetrachloride present?
- 46. Is benzene present?
- 47. Is hydrofluoric acid present?
- 48. Are bottles of ether past the expiration date, or do they appear to be very old?
- 49. Does the school have mercury-containing equipment (e.g., barometer, sphygmomanometer, thermometers, etc.)?