

Science Department Safety Checklist*

CLASSROOM/LABORATORIES (All Teachers)

a. Aisles are free from obstruction.
b. Counter and work benches are free from clutter.
c. Food (including coffee) is neither prepared nor consumed.
d. Extension cords are not a part of permanent electrical hookups and shall not
impede traffic patterns.
e. Safety showers are accessible and operative. They should be flushed
annually. (N/A B304)
f. Safety eyewashes are accessible and operative. They should be flushed
every two weeks.
g. Fire extinguishers are conspicuous, charged and accessible.
h. A non-asbestos fire blanket is conspicuous and accessible. (N/A B304)
i. Fireproof waste containers with covers are provided for spent matches,
filter paper, and flammable chemicals. (N/A B304)
j. Fire exits are clearly marked and easily accessible.
k. Chemicals are replaced in the storage room after use for a certain activity. (N/A
B304)
I. An adequate number of laboratory stations is provided.
m. An adequate number of electrical receptacles are provided and accessible.
n. Safety goggles, face shields, aprons, etc. are provided when hazardous
conditions exist.
o. A sufficient number of goggle sanitizing cabinets are present. (N/A B304)
p. A gas master cut-off switch is present and kept locked in the closed position
except during actual activities requiring gas.
q. All electrical apparatus is inspected and maintained.
r. Sink drains are kept free from solid wastes.
s. The fire alarm pull box is accessible and operable.
t. Where required, fume hoods are present and operable and free from clutter. (N/AB304)
u Sand travs are provided when working with alcohol lamps (N/A R304)

v. Pipette fillers	are provided when necessary. (N/A B304)
w. Ventilation to	the outside is provided.
x. All electrical e	quipment not double insulated is properly grounded.