

Summer Science Safety Instructional Space & Related Areas Checklist

Please review these safety criteria prior to the end of the school year to ensure that the potential safety issues have been addressed properly. Required for EACH instructional space and related area.

LABORATORY

- ☐ Overall housekeeping provides for a clean and orderly laboratory
- ☐ No obstructions or trip/fall hazards near safety equipment
- ☐ Master Controls locked in 'off' position
- ☐ Gas line valve in locked 'off' position
- ☐ No materials on the desktops / counters
- ☐ No materials on the lab stations
- ☐ Eyewash station operational and accessible
- ☐ Drench shower operational and accessible
- ☐ Fire Extinguisher accessible and appropriately recharged
- ☐ Fire Blanket mounted on wall and easily accessible
- ☐ Chemical Spill Kit accessible
- ☐ First Aid kit accessible and contents annually reviewed & updated
- ☐ Appropriate safety signage in place in the room
- ☐ Fill P traps in sink and floor drains to prevent drying out
- ☐ PPE sanitized and stored appropriately
- ☐ Fumehood operational and annually inspected per NFPA 45.7.14.1 requirements
- ☐ No chemicals or materials inside fumehood
- ☐ Student equipment sets accounted for
- ☐ Textbooks returned from students & shelved properly
- ☐ Broken glass boxes evaluated for disposal
- ☐ Plan care for live plants over summer
- ☐ Animal / Aquarium care for organisms over summer
- ☐ Clutter removed from laboratory
- ☐ Lock the storage cabinets securely for summer
- ☐ Lock the access doors to the chemical storage area

PREP ROOM

- ☐ Organize all glassware and wash if necessary
- ☐ Store labware items in designated locations
- ☐ Empty dishwasher and leave slightly ajar
- ☐ Remove perishables from lab fridge
- ☐ Unplug electrical items such as autoclaves, microwaves, etc.
- ☐ Remove all clutter and obstructions, projects etc.
- ☐ Biological specimens should be stored in a cool location
- ☐ Apply dustcovers to microscopes and optical equipment
- ☐ Routine maintenance on equipment; e.g., microscopes, etc.
- ☐ Securely store digital balances and dataloggers
- ☐ Eyewash station operational and accessible
- ☐ Drench shower operational and accessible
- ☐ Fire Extinguisher accessible and appropriately recharged
- ☐ Fire Blanket mounted on wall and easily accessible
- ☐ Chemical Spill Kit accessible
- ☐ First Aid kit accessible and contents annually reviewed & updated
- ☐ Appropriate safety signage in place in the room
- ☐ Fill P traps in sink and floor drains to prevent drying out
- ☐ Fumehood operational and annually inspected per NFPA 45.7.14.1 requirements
- ☐ No chemicals or materials inside fumehood
- ☐ Lock the storage cabinets securely
- ☐ Lock the access doors to the chemical storage area



Summer Science Safety Instructional Space & Related Areas Checklist Cont.

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CHEMICAL STOREROOM

- ☐ Conduct current chemical inventory
- ☐ Ensure there is an SDS for each chemical
- ☐ Validate that chemicals have GHS labels *please see note*
- ☐ Return all chemicals to designated storage area
- ☐ Store chemicals according to compatibility codes
- ☐ Inspect chemical bottles and lids for integrity
- ☐ Label waste chemical compounds and isolate
- ☐ Eyewash station operational and accessible
- ☐ Drench shower operational and accessible
- ☐ Fire Extinguisher accessible and appropriately recharged
- ☐ Fire Blanket mounted on wall and easily accessible
- ☐ Chemical Spill Kit accessible
- ☐ First Aid kit accessible and contents annually reviewed & updated
- ☐ Appropriate safety signage in place in the room
- ☐ Fill P traps in sink and floor drains to prevent drying out
- ☐ Fumehood operational and annually inspected per NFPA 45.7.14.1 requirements
- ☐ Lock the storage cabinets securely for summer
- ☐ Lock the access doors to the chemical storage area
- ☐ Have appropriate ventilation scheduled during summer months

OPERATIONAL & ADMINISTRATIVE

- ☐ Accurate chemical inventory and SDS provided to administration and local fire marshal
- ☐ Student Safety Acknowledgement Form Storage minimally up to statute of limitations
- ☐ Safety Inspection Documentation provided to admin in written report
- ☐ Requisition for maintenance during summer (work order generation for safety deficits identified in dept)
- ☐ Equipment maintenance schedule (microscopes, apparatus, equipment, machinery in CTE)
- ☐ Ventilation, temperature and humidity considerations and requirements
- ☐ Legally required (OSHA Laboratory Standard) safety qualification training for educators planned

Learn more about our comprehensive and holistic approach to safety risk management at sciencesafety.com

* However, older commercial labels (prior to 1 June 2016) on chemicals currently in inventories will not have to be updated – grandfathered!*



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