



**West Virginia University
Environmental Health and Safety
Chemical Safety**

Supervisor _____

Date _____

Department/Area _____

Area Safety Check			
	Yes	No	COMMENTS
Is area clean, neat, and odor free?			
Are all chemicals stored according to compatibility?			
Are storage locations of segregated chemicals identified?			
Are containers proper for the type of chemical they contain?			
Are containers used for storage of waste materials appropriate for their contents?			
Are containers used for storage of waste materials closed and free of outside contaminants?			
Are all containers closed?			
Are all containers properly labeled to indicate contents and principal hazard?			
Are all chemicals and pesticides dated upon receipt?			
Are all chemicals and pesticides disposed of before their expiration date?			
Are chemical storage cabinets being used for storage?			
Has floor storage of chemical containers been eliminated?			
Are flammable and highly flammable chemicals stored in approved safety cans or cabinets?			
Are bonding and grounding straps available for bulk flammable containers?			
Is fire suppression or fire protection available?			
Are chemicals that require refrigeration stored in non-sparking chemical storage refrigerators?			
Are refrigerators and freezers used to store chemicals labeled with "No Food Storage"?			
Are food and drinks kept out of the work areas where chemicals are present?			
Does the lab have appropriate ventilation for the types of chemicals in use?			
Do the ventilators operate properly and have they been tested?			
Are eyewash and emergency showers available in chemical use areas?			
Are the eyewash and emergency showers operating properly and have they been tested?			



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Area Safety Check	Yes	No	Comments
Is appropriate personal protective equipment available for use?			
Is appropriate safety equipment consistently worn in the work area?			
Are spill procedures, supplies, and decontamination materials available where needed?			
Are spills cleaned up or reported immediately?			
Are there sufficient and appropriate waste disposal containers in the laboratory?			
Is an up-to-date written safety plan (Chemical Hygiene Plan or Hazard Communication Program) accessible within the work area where hazardous materials are present?			
Are Material Safety Data Sheets available for all chemicals used?			
Is an ongoing inventory of hazardous chemicals maintained?			
Employee Monitoring and Training			
Does the lab have an up-to-date written Chemical Hygiene Plan?			
Is the Chemical Hygiene Plan located where it is easily accessible?			
Have staff and students received Hazardous Chemical Awareness training?			
Are staff and students aware of procedures in place for use of high risk chemicals?			
Have workers been trained in proper disposal procedures?			
Are staff and students familiar with spill cleanup requirements for their chemicals?			
Have the workers been trained in use of eyewash, emergency showers, and fire extinguishers?			
Have the workers received the appropriate medical examinations for the work they perform?			
Are records for medical exams maintained in department files?			
Has a protective equipment assessment been completed and documented for the tasks performed in the work area?			
Have workers been trained in understanding Material Safety Data Sheets?			
Compressed Gases			
Are cylinders properly labeled and do they have valve caps?			
Are cylinders in good condition?			
Do the gas welding carts have fire extinguishers attached?			
Are empty and full bottles labeled and segregated by hazard?			
Are cylinders stored upright and away from heat sources?			
Are cylinders stored in a dry, well ventilated area?			



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Compressed Gases (continued)	Yes	No	Comments
Are oxygen cylinders stored separately?			
Are cylinders secured?			
Are gas storage areas secured and separated from other areas of chemical storage?			
Have employees been instructed in compressed gas hazards?			
Have the workers been trained to inspect cylinders, regulators, and hoses before each use?			
Have the workers been trained to report leaking cylinders immediately?			