NDCLS MONTHLY LABORATORY CHECKLIST

For each item, mark with a √ or X or N/A.
Report any item requiring action to Facilities Manager and/or Departmental Safety Officer.

Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Appropriate PPE is available and in good condition												
All containers are clearly labelled with contents												
Chemicals are stored appropriately. MSDS available Incompatible chemicals separated. Minimal flammable solvents in the open lab												
Doorways/aisles are free from obstructions Floor areas free of trip/slip hazards												
Waste is disposed of appropriately in sealed tagged containers where required Waste disposal guidelines are on display												
Gas cylinders are properly secured Valves closed/caps in place when not in use Stored away from heat and moisture												
Fume hoods/microbiological safety cabinets are functional and free from clutter Evidence of servicing/testing within last 12 months												
Chemical spill kits are available and guidelines for use are on display												
First Aid kit and eyewash stations are available and appropriately stocked												
Emergency details e.g. phone numbers, fire response plans, are on display												
Fire extinguishers available and accessible Tamper-proof seals intact Evidence of servicing/testing within last 12 months												
Good housekeeping e.g. clean work surfaces, reasonably organised, no food/drink												
Electrical equipment is in good conditions No visible damage to plugs/cords Extension cords secured												
Evidence of servicing/testing within the last 12 months e.g. autoclaves, liquid nitrogen dewars												
Checked by (initials)												
Date of check												