

China Medical University Self-Check List for Laboratory Safety and Health

Department : _____ Laboratory : _____ Inspector : _____

I. General safety and health

Check item	Requirement met?	Remark
1. Laboratory emergency notification flow chart is posted in a conspicuous place.	<input type="checkbox"/> Yes	
2. Safety and health work rules are developed, and read and signed for confirmation by laboratory members.	<input type="checkbox"/> Yes	
3. List of laboratory members is up-to-date in the system and printed for inspection.	<input type="checkbox"/> Yes	
4. All laboratory members have received 6 hours of laboratory safety and health training.	<input type="checkbox"/> Yes	
5. Laboratory safety and health inspections and equipment inspections are regularly conducted and the records kept on file for 3 years.	<input type="checkbox"/> Centrifuge quantity _____ <input type="checkbox"/> Oven quantity _____ <input type="checkbox"/> Autoclave quantity _____ <input type="checkbox"/> Hood quantity _____ <input type="checkbox"/> Air compressor quantity _____	
6. Maintenance of safety in workplace environment.	<input type="checkbox"/> No objects present in the aisle and block the escape route <input type="checkbox"/> Stacked items are collapse-free	
7. Waste.	<input type="checkbox"/> Trash cans are covered <input type="checkbox"/> Biohazard trash cans are properly labeled <input type="checkbox"/> Biologically infectious garbage bags are properly used <input type="checkbox"/> Discarded needles are placed in safe collection container	

II. Electricity safety

Check item	Requirement met?	Remark
1. Extension cord specifications are in compliance with standards.	<input type="checkbox"/> Yes	
2. Extension cords are not connected in series.	<input type="checkbox"/> Yes	
3. "Leakage circuit breakers" are installed on circuits and electrical equipment located in humid places (such as around sinks), Location : _____	<input type="checkbox"/> Yes	
4. Microwave ovens in laboratories are labeled "for experimental use only and prohibited from heating food."	<input type="checkbox"/> Yes	
5. Refrigerators for experimental use are clearly labeled and prohibited from storage of foods.	<input type="checkbox"/> Yes	
6. Stacked items cannot affect the opening of switchboard (box) door.	<input type="checkbox"/> Yes	

三、Chemical safety and health

Check item	Requirement met?	Remark
1. An inventory of hazardous chemicals is made.	<input type="checkbox"/> Yes	
2. Safety Data Sheets (SDS) are available.	<input type="checkbox"/> Not placed in an obvious and easily accessible place <input type="checkbox"/> Expired (SDS are valid only for three years from date of tabulation) <input type="checkbox"/> Insufficient number of copies or incomplete contents	
3. Dispensed chemical containers are labeled with hazard labels.	<input type="checkbox"/> Yes	
4. Waste liquid barrels are labeled with classification labels.	<input type="checkbox"/> Yes	
5. Toxic Chemical Substances.	<input type="checkbox"/> The warning sign for the operational site is posted <input type="checkbox"/> The operation record form is properly filled and maintained <input type="checkbox"/> The toxic chemical storage area is locked	
6. Gas cylinder.	<input type="checkbox"/> Cylinder is not expired (within safety inspection period) <input type="checkbox"/> Cylinder is fixed <input type="checkbox"/> Liquid nitrogen cylinders are posted with hazard labels. <input type="checkbox"/> The wrench of the cylinder switch valve is placed in a safe position	

- The experimental sites violating laboratory safety and health requirements must submit the reasons for violation and specific improvement plan(s) within two weeks to Office of Environmental Safety and Health for review. (e-mail : cmccesh@mail.cmu.edu.tw).
- If the aforementioned improvement plan(s) are not submitted within the time limit, the Office of Environmental Safety and Health will submit it to the monthly Environmental Safety Meeting for review and impose penalties for violations on the laboratory site.
- If there are four or more points accumulated each semester in a Department/Center, the Office of Environmental Safety and Health may temporarily suspend all operations at the experimental site and request to reduce annual funding of the Department/Center upon approval by the President.