

**LABORATORY SAFETY & HEALTH STANDARD  
 SELF AUDITING COMPLIANCE CHECKLIST**

SCHOOL NAME:		REGION:
SCHOOL ADDRESS:		
PHONE #:	FAX #:	DISTRICT:

<b>PROGRAM ADMINISTRATION</b>	<b>YES</b>	<b>NO</b>
1. A Chemical Hygiene Officer has been identified at the facility		
2. A written chemical hygiene plan is at the facility		
3. The chemical hygiene plan is completed		

<b>ARE EMPLOYEES FAMILIAR WITH:</b>	<b>YES</b>	<b>NO</b>
4. Name and location of Chemical Hygiene Officer		
5. OSHA's Laboratory Standard		
6. The NYCDOE Chemical Hygiene Plan		
7. Where to find the Chemical Hygiene Plan		
8. Where to find the Material Safety Data Sheets (MSDSs)		

<b>POSTINGS</b>	<b>YES</b>	<b>NO</b>
9. The chemical hygiene poster is conspicuously displayed		

<b>TRAINING</b>	<b>YES</b>	<b>NO</b>
10. Training is provided for employees handling or working with chemicals		
11. Training is documented		
12. Employees understand the hazards associated with chemicals		

<b>RECORD KEEPING</b>	<b>YES</b>	<b>NO</b>
13. Chemical training records are kept for three years		

<b>MATERIAL SAFETY DATA SHEETS</b>	<b>YES</b>	<b>NO</b>
14. A MSDS is available for each chemical on site		
15. MSDSs easily accessible to employees		

<b>CHEMICALS</b>	<b>YES</b>	<b>NO</b>
16. Chemicals are properly stored		
17. Flammables and combustibles are properly stored		
18. A chemical inventory is taken annually		
19. A chemical inventory is available at the site		
20. All chemical labels are complete		
21. All chemical labels are legible		
22. All chemical labels identify the chemicals		
23. All chemical labels identify possible chemical, physical and health hazards		

<b>PERSONNEL PROTECTIVE EQUIPMENT</b>	<b>YES</b>	<b>NO</b>
24. PPE is provided for the individuals working with chemicals		
25. Affected employees are trained in the use, limitations, location, handling, decontamination and disposal of PPE		

<b>SAFETY</b>	<b>YES</b>	<b>NO</b>
26. Fire extinguishers are inspected and tagged		
27. There is a dedicated ventilation system for the chemical store room and the laboratory		

<b>WASTE REMOVAL</b>	<b>YES</b>	<b>NO</b>
28. Hazardous waste is removed in accordance with state guidelines		

_____ Chemical Hygiene Officer (Print)	_____ Principal's Signature
_____ Chemical Hygiene Officer (Signature)	_____ Date

Please forward a copy to:

Office of Occupational Safety and Health (OOSH)  
 65 Court Street, Room 706 ▪ Brooklyn, NY 11201 ▪ Phone: 718-935-2319 ▪ Fax 718-935-4682