



LABORATORY SAFETY & HEALTH STANDARD COMPLIANCE CHECKLIST

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

YES NO

PROGRAM ADMINISTRATION

- Is there a Chemical Hygiene Officer at the facility?
- Is there a written chemical hygiene plan at the facility?
- Is the chemical hygiene plan completed?

ARE EMPLOYEES FAMILIAR WITH

- Name and location of Chemical Hygiene Officer?
- OSHA's laboratory standard?
- The NYCDOE chemical hygiene plan?
- Where to find the Chemical Hygiene Plan?
- Where to find the Material Safety Data Sheets (MSDSs)?

POSTINGS

- Is the chemical hygiene poster conspicuously displayed?

TRAINING

- Is training provided for employees handling or working with chemicals?
- Is training documented?
- Do employees understand the hazards associated with chemicals?

RECORD KEEPING

- Are chemical training records kept for three years?

MATERIAL SAFETY DATA SHEETS

- Is a MSDS kept for each chemical on site?
- Are MSDSs easily accessible to employees?

CHEMICALS

- Are chemicals properly stored?
- Are flammables and combustibles properly stored?
- Is a chemical inventory taken annually?
- Is a chemical inventory available at the site?
- Are all chemicals labels complete?
- Are all chemical labels legible?
- Do all chemicals labels identify the chemicals?
- Do all chemicals labels identify possible chemical, physical and health hazards?

PERSONNEL PROTECTIVE EQUIPMENT

- Is PPE provided for the individuals working with chemicals?
- Are affected employees trained in the use, limitations, location, handling, decontamination and disposal of PPE?

SAFETY

- Are fire extinguishers inspected and tagged?
- Is there a dedicated ventilation system for the chemical store room and the laboratory?

WASTE REMOVAL

- Is hazardous waste removed in accordance with state guidelines?

Chemical Hygiene Officer (Print)

Principal's Signature

Chemical Hygiene Officer (Signature)

Date

Note: For each **no** answer above, attach an explanation and forward Checklist to OOSH within a week after completion.

Please forward to: New York City Department of Education
Office of Occupational Safety and Health (OOSH)
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Emerson Greenidge, MS, CSP, Director

