

INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR**Campus Safety Committee****LABORATORY SAFETY: DAILY CHECKLIST****Name of the Lab and Room Number:**

Sl. No.	Checks	YES	NO	Remarks
01	Are the students and assisting staff in required PPE's?			
02	Are corridors, gangways, doors etc. kept clear of obstacles?			
03	Is storage racking/ shelving secure and not overloaded?			
04	Are heavy items stored at lower levels to prevent risk from falling and manual handling?			
05	Is there a suitable means by which higher shelves can be accessed e.g. step stool or ladder?			
06	Is there unobstructed access to:-			
	Fire Extinguishers/ Emergency exits;			
	Electrical isolating switches;			
	Gas Isolation valves/ regulators			
	Emergency showers/ Eye wash/ First Aid boxes?			
07	Is waste disposed off regularly & properly?			
08	Are hazardous chemicals disposed off as per pollution control norms?			
09	Are benches cleaned on at least a daily basis?			
10	Is spillage cleaned up immediately?			
11	Are cup boards/ filing cabinets/ desk drawers kept closed when not in use?			
12	Are cables/ hoses secured and not presenting hazards?			
13	Is emergency contact number list displayed in lab properly?			
14	What to do 'in case of fire' procedure (SOP) displayed in lab?			
15	Is fire extinguishers' gauge needle on Green mark? Are they sufficient?			
16	Are the gas cylinders chained?			
17	Any other abnormal observations?			

Date:

Signature