

**Section of Marine Ecology and Biotechnology (MEB)  
Division of Life Science**

**Safety Self-Survey Checklist**

Faculty Member: \_\_\_\_\_ Room Number: \_\_\_\_\_

Inspector: \_\_\_\_\_

Date:

**Housekeeping**

- Facility, work area, sinkers and equipment are generally clean
- Items not in use are stored away
- Door viewing panel not covered or blocked
- Adequate aisle space within the laboratory
- Overhead storage is minimized and restrained from falling
- Workbench, chairs, footstools are in good condition
- Exits are not blocked
- Work area separated from study or social areas

**General Laboratory Safety**

- Accurate Hazard Warning Placard posted at entrances
- Laboratory secured against unauthorized entry
- Warning labels on refrigerator and freezer (radioactive, biohazard, etc.)
- HKUST Safety Manual available
- Lab-specific MSDS collection available
- Safety training arranged and provided for workers
- Unattended experiments identified
- Equipment maintained in good condition, preventive maintenance program in place
- Current operational safety procedures in place for hazardous equipment and operations
- No food or drink in work area

**Personnel Practices**

- Lab coats and safety glasses worn by all
- Proper gloves are used as needed
- Other personal protective equipment used properly as needed
- No inappropriate clothing and shoes (shorts, sandals, etc.)
- Gloves removed before handling doors, phones, leaving lab.
- Long hair properly restrained
- No mouth pipetting
- No eating or drinking in work area

**Chemical Storage and Handling**

- Current chemical inventory present
- No excessive chemical stock
- No expired chemicals
- Chemical containers properly labeled
- All chemical containers in good condition and closed properly

- Only compatible chemicals are stored together
- Polyethylene trays for separate storage of acids and bases
- Secondary containment for stored chemicals
- Highly toxic or carcinogenic chemicals identified
- Designated work area for hazardous chemicals
- Peroxide formers dated upon receipt and opening and not stored beyond expiration
- Flammable liquids stored in flammable cabinet or explosion-proof refrigerator
- Flammable liquids stored away from sources of heat

**Hazardous Waste Management**

- Specific liquid chemical waste containers used
- Waste containers in good condition and kept closed
- No more than 50 liters of hazardous waste stored in the laboratory
- Waste log sheet available and properly filled in after addition of waste
- Secondary containment for liquid chemical waste
- Broken glass / sharps containers are used
- No intentional disposal of chemicals by evaporation into a fume hood