

## **Monthly Inspection Form**

As noted in the Crime Laboratory Safety Manual, each Section's Safety and Chemical Hygiene Officer is responsible for performing monthly formal chemical hygiene and housekeeping inspection to ensure safe and healthful working conditions. These monthly inspections are to include inspections of emergency equipment and chemical hygiene and general housekeeping practices. The purpose of this form is to provide for the documentation of these monthly inspections, which must be maintained for a period of at least five years.

### **1. Fire Extinguisher (and Fire Blanket, if applicable) Inspections**

This inspection consists of checking if the safety pin has been removed, if the hose is cracked, if there is unhindered access to the extinguisher, and if the equipment does not appear to be damaged. If the extinguisher has a pressure gauge, it must be within the acceptable charge range.

Rooms with fire extinguishers: \_\_\_\_\_

☐ This inspection was performed on the above-noted fire extinguishers.

Comments: \_\_\_\_\_

### **2. Emergency Eyewash Inspections**

This inspection consists of flushing them, checking for proper operation and ensuring that the water output is sufficient enough to flush both eyes at the same time.

Rooms with eyewash stations: \_\_\_\_\_

☐ This inspection was performed on the above-noted eyewash stations.

Comments: \_\_\_\_\_

### **3. Emergency Shower Inspections**

This inspection consists of flushing them and checking for proper operation and adequate water flow.

Rooms with safety showers: \_\_\_\_\_

☐ This inspection was performed on the above-noted emergency showers.

Comments: \_\_\_\_\_

### **4. Chemical Hygiene and General Housekeeping Inspections**

This inspection includes verifying that there are no excess amounts of chemicals inappropriately stored in laboratory rooms, that chemical bottles are properly labeled, that no unsafe practices or situations are present, that there is general good housekeeping of the Section, and that the Crime Laboratory Safety Manual is being followed by Section employees.

☐ This inspection was performed within the Section.

Comments: \_\_\_\_\_

\_\_\_\_\_  
Section Safety Officer

\_\_\_\_\_  
Date