## Minutes of Audit Committee meeting

The Audit Committee meeting was held on 20.06.2022 & 24.08.2022 at 3.00 PM in Room No. 114, Aryabhatta Bhawan, School of Earth, Biological and Environmental Sciences, CUSB, Gaya and discussed with stakeholders to submit the same to the committee on or before 27.06.2022. However, the departmental representatives asked for time to prepare the document and information as per format. The Audit Committee visited the Department of Life Sciences, Department of Environmental Science, Central Instrumentation Facility and Department of Chemistry, CUSB, Gaya, on dates given below and advised them to submit the list of chemicals and equipment's as per format.

- The committee visited and inspected the Department of Life Science, along with internal members Dr. Tara Kashav and Dr. Naveen Kumar Singh on 27.06.2022 The list of chemicals and equipment's was submitted by the department on \$05.07.2022.
- The Central Instrumentation Facility, was visited and inspected by the committee along with internal members Prof. Rizwanul Haque and Dr. N.L. Devi on 27.06.2022. The list of chemicals and equipment's was submitted by them 29.06.2022.
- 3. The audit report of Department of Life Science and CIF was finalized on 07.07.2022
- The committee visited and inspected the Department of Environmental Science, along with internal members Dr. Rajesh Kumar Ranjan and Dr. Prashant on 29,06,2022. They submitted the list of chemicals and equipment's on 15.07.2022 (dated 30.06.2022).
- The audit report of Department of Environmental Science was finalized on 29.07.2022
- 6. The committee visited and inspected the Department of Chemistry, along with internal members Dr. Jagannath Roy and Dr. Angad Singh on 30.06.2022. They submitted the list of chemicals and equipment's on 24.08.2022 to the committee.

The committee in general found the information acceptable and advised for improvement wherever necessary and reflected in the data sheet of each department. The committee observation is as follows.

- The committee suggest that physical audit for chemicals, consumable and equipment's should be done in each department every year in the month of April by the committee constituted by the Head of the Department. The list should be prepared and signed by Technician/Laboratory attendant and countersign by laboratory incharge.
- The department should also designate a faculty as a Laboratory Incharge.
- c) The list of equipment's of both categories (i) working and (ii) non-working should be prepared. Also, action taken report should be prepared to repair or replace the non-functioning equipment.

The meeting ended with thanks from the chair.

Life Science

Dr. Rajesh K. Ranjan

Environmental Science

Dr. Yagannath Roy

Chemistry

CIF

Life Science

**Environmental Science** 

Dr. Angad K. Singh

Dr. NL Devi

Chemistry

A – Acceptable/Meeting Requirements;

Observed;

D – Deficient/Not Meeting Requirements; N/O – Not

N/A - Not Applicable

## Safety Resources: Are the following readily available in the Laboratory?

Laboratories Safety Policies and Procedures Manual	A	D	N/O	NA	Comments
Health Safety Resources, Policies and Procedures Manual	V				
Standard on Occupational Exposure to Hazardous Chemicals in Laboratories Manual	V				
Chemical Waste Policy Manual	V				
Noise Policy Manual	V	-			The state of the s
Chemical Hygiene Plan manual	V				Control of the second s
Current Safety Data Sheets (SDS)	V	7			The second secon
Infection Prevention Manual	V				Complete English action
Radiation Safety Manual	V				The second secon
Disaster Preparedness Manual	V				
Site-specific (Laboratory) Fire Plan Manual	V				
Laborator	у Но	usel	keeping	,	
Are passageways unobstructed?	V		78		Valuation and the second
Are floors, walls and ceilings clean and well maintained?	V	H	lens to		
Are bench tops, drawers and sinks clean and well maintained?	V				5.197
Are storage areas well organized and free of clutter?	V	1			Cattlema discharge
s shelving stable and not overloaded?	V	7		du	the second secon
s shelving stable, free of extraneous material and not too high?	V				
s the workplace free from accumulation of equipment, redundant chemicals, contaminated vaste or rubbish?	V		924947		Meed additional tables (equipment) to Keep table top equipments
re chemical storage facilities in good condition?	V				
re walkways free of obstruction?	V		12-11		The second secon
hemical residue, dust, biohazards, etc.).	V		Service of the servic		May miss the sense of the sense
eneral work space, storage areas, and bench ops appear uncluttered and orderly.	V		eta y		mental deres ve term
o slip, trip, or fall hazards are present. Aisles nd exits are free from obstruction	V		No cond		
o glass containers are stored on the floor.	V		SHII III		and the state of t
rash bags & sharps containers are removed	1				

4/08/2022

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when full.				
Corrective Action: C	omple	ted by:	No. of Contract	Date:
Conces	Cofo	h. A		
Is there general safety awareness orientation of		ty Awaren		
the "New Students and employees conducted"			The second second	r students only
If YES. How frequent?	V		At	the beginning of demoste
Work	ing Fr	vironmen		
Is the room temperature comfortable?	V/			TO THE REAL PROPERTY OF THE PERSON NAMED IN COLUMN 1
Are windows in clean & safe condition?	V			
Are blinds fitted to reduce glare or temperature	-			
Is lighting adequate in all area?	V			Annual Marian Control
Is extra lighting provided for close work when needed?	1.50	Ÿ.		tripped years reptain
Personal P	rotec	tive Equip	ment	A. A. Carlotte and D. D. Sand
Is there personal protective equipment available in the laboratory?		git reets		oves 4-Gogglus only
1244			The second	alborate et al code à
		Handling		
Are stepladders or footstools used to reach hig shelves?	th V	10-1		
Are heavy & awkward items stored at wais height where possible?	st 🗸	S To a	THE DEE	Company of the Compan
Are trolleys or barrows available for movin heavy or large loads?	ng 🗸	74	Col	mmon facility
Bio	logica	al Safety	Company No.	mild neit positivous all
Is hand washing sinks available in all areas when	-	11 -	orestern d	
work involving potentially infectious materials performed?	is V			
Are all sharps disposed of in an approve puncture-resistant container?	d V	y bird	- Imenanta	talisa indo do dun nyawihan Masa assau da ba
During transport, are all potentially infectiou materials placed in a secondary leak-proc container?		V m		THE RESIDENCE OF THE PROPERTY
Are mechanical devices (i.e. forceps, hemostats dust pans etc.) available and are they used b employees to pick up broken glassware?	100	N	303 11/50	to be tended for an are selected and the
Are surfaces on which work involving blood an blood products is performed, routinely wipe down with an approved disinfectant at the en	d V	- 1/2 -	voet on	manufacture second 2 reds()

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a working	V		_		1	7	Inadequate
ithin reasonable distance? re toilets & washbasins clean & in working	V						
re there enough toilets for men and women	V				1		
re drying facilities available in the lab?	V		+		+		HOUSE AND
oproved disinfectant is in use and bleach lutions are freshly prepared (within 24 hours).	V					ALC:	will burkey and make
nually to CUSB.		Y					and a circle of the Second
ventory of Biological Agents is submitted		V	1		1		u o alle sauter
oproval is documented for work requiring Iditional registration (Animal research with CUC, rDNA with IBC).	V			301			istoricing distribution to be
nemical containers and hazardous waste ontainers are clean, structurally sound, and osed when not in use?	V		11(	ingo:			saled and several seve
Chemical Waste Compliance" poster is posted in ne location where hazardous waste is ccumulated?	Y	1				2111	nee small collecting formal and a
ood and drinks stored and consumed away om toxic materials?	V			ISTE			mase roof man, her worther
lammable liquids (including flammable waste nd glacial acetic acid) stored in flammable torage cabinets? (Note: Up to 10 gallons per ontrol area (NOT individual lab) may be stored utside of cabinets.)	V	, \	1	alz.		DESCRIPTION OF THE PERSON OF T	Inappropriate (Required)
Vorkspaces (e.g., bench-tops, fume hoods, bio afety cabinets) organized and clean?	V	1	Ŷ	713	119	-111	STATES AND A COURS OF STATES
Is the storage of food and drink prohibited in refrigerators, and other appliances, used to store potentially infectious materials, reagents, on azardous chemicals?	e l	/			1	The state of the s	Mars Algree Process and Real Process of the Process
Are eating, drinking, applying cosmetics and li balm, and handling contact lenses prohibited i areas in which there is any risk of exposure t potentially infectious materials?	n o	/					The second secon
Have all biological safety cabinets been certifie in the past year?		V					RecentlyInstalledC
Are all refrigerators and freezers used to stopotentially infectious materials labeled with the universal biohazard symbol?	ne	<b>V</b>	100		5		a portion in an interest in
containers that are clearly labeled or color-code as "bio-hazardous"?		V	la l	HIS.			or periors deploys
Are personnel aware of appropriate biologic spill procedures?	cal	V				5 111	Lab Sabety Monnual Avail
of the procedure or immediately following spill?	а						

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order?			T		400		MINISTER OF THE PARTY OF THE PA
Are got & cold (or warm, normal) running w soap and towels (or other cleaning / hand d facilities) provided in the toilets?	rying	V	N			NO NO No	warm running water, shep, no to well, but eeded
Corrective Action:	Com	ple	ted l	ov:			Date:
							Date
	old F	Roo	m S	afety			the last trade at the last
mechanism.	ease				V^		The second second
Cardboard is not stored in the area.			1		V		
Asphyxiates and hazardous gases are not use cold room, unless adequate ventilation present.	n is		7		V	ESE III	children by the prints of the contract of the
General housekeeping is observed and the is organized, uncluttered, and sanitary.	area				V	187	limit by the males
Expired/abandoned samples are not stored.					V		
			- N				the state of the s
Kitche	enett	es	/ Te	a Roon	ns		Gualmaile et de la
Are staff & Students warned & supervised ensure there is no eating, drinking or smokin the lab?	d to	٧	V	50.2	ing to	mad smile!	or appear in a control of the contro
Are rest & eating facilities provided outside lab?	the		V	Kalies	rell r	Re	equired
Is drinking water available?		V			-	- 12	Johnston TOW Sand State
Are power points & cables a safe distance fi wet areas?	rom	/					1,000,000,000,000
Are microwave oven door seals clean undamaged?	and	V					THE HEAD ON THE
Is a fire blanket provided where electric cool are used?	kers		٧	4	7-71	Reg	wired
Corrective Action:	Comp	olet	ed by	/:	100		Date:
	Laco		afat				The State of Parket in the
Laser SOP available to authorized users a	Lase	1 3	aret	У	1000		
training documented.	ariu			1 11	V		Controlled Property Of
appropriate caution signs.	vith	1	Y	1,921	V		And the second second
Beam stops are present at the end of all be paths and are non-combustible.	am			V III	V		
Approved safety glasses are available.				×	V	Tool I	Courtes collect supple
Corrective Action:	Carrie	la:	11				Secretal appropriate
corrective Action:	Comp	iete	a by	•		-	Date:

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rrective Action: Comp	lete	d b	y:			TIPES	Date:
			Y				Celux
tension cords as substitutes for permanent ring?	1.	1				toroc	trical winners in us to avoid occasional extension cords
pes the lab avoid overloading outlets and using	-4	V	-	11 11	- 15	proc	ess
all wiring in the lab in good condition (e.g. no maged cords, etc.)?		V	1			Eleë	trical winny is in
pes the lab avoid placing electrical devices near later sources?	V		-	700	1100		SOLD TO THE REAL PROPERTY OF THE PERSON OF T
emergency power adequate for the nctioning of the lab?	N	V		OFF T	RTIA I	Ne	eded
o all workers know where the outside assembly pint is located?	V		V	====	Im	m	ock drill required
re there fire extinguishers available in areas here flammable and combustible materials are andled and stored?	V			110	T also	1 × ×	demonstrate local was
re supplies of flammables and combustible quids reasonable for the lab's needs?	V						Service and a Such
re alarm strobes are visible from all locations.	V						
ire extinguishers available, appropriate for type f hazard, inspection dates recorded, and nobstructed access with 3-feet clearance.	/				G=10		generation and an expension of females of particular and particula
prinkler heads are unobstructed with an 18" learance below sprinkler heads around entire bom.				V	1 8		and a sist open proute
/isually, do the fire sprinklers and/or detector neads appear free from damage?				V			(University)
Are all fire extinguishers regularly checked?			1		ou uga		Veeded
Are fire hose reels regularly checked?	1		V			/	heeded
Are all fire extinguishers/equipment suitable, appropriately located, mounted and identified?	V	/	V				THE PERSON NAMED IN COLUMN
Are open flames or Bunsen burners used in the lab?	V	,				DE 15	minute and a second
Are aisles kept clear and unobstructed at al times?	1	/	1	-		170	ock doll required
Is the fire alarm audible from all parts of the labor	Y	4		V		M	maco a Marquit fig algered to
Are all fire alarms visible, unobstructed and	4	/					
Has each employee participated in at least on fire drill in the past year?  Are employees familiar with the location of fire options of the location of the lo			V				Mock drill required
nds eden employee participated in at I		_		The second second			

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Chemical Saf	ety	and	1 1	<b>Nanag</b>	emen	t
Are precautionary labels present on the containers of all hazardous chemicals that include the chemical name, type of hazard, and what to do if accidental contact occurs?	V					Mannieal Available
Has annual review and evaluation of the effectiveness of the lab's Chemical Hygiene Plan been done?		V	1		154	Needed
Are potentially reactive chemicals stored separately?	V	X	Ý		- TOPET	Miles one team to the
Are all incompatible chemicals appropriately separated during storage to reduce the risk of potential reactivity?  • Are acids and bases stored separately near floor level?  • Are oxidizers separated from organics?  • Are water-reactive separated from water sources?	1	\ \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	4	ahi'an	Land I	
If formalin is handled in your lab, has formalin monitoring been done in the past?  Date?				V	- United	should be the state of the stat
Was formalin monitoring required and performed in the last year (as the result of a new or change in process or procedure)?  Date?		13	-	V		the contract of the contract o
Have the lab's chemical fume hood(s) been certified in the past year?  Date?		N	1	emis L	/	Line soldanismon oc swinger
Are chemical fume hood work surfaces free of lutter?		S.	Y	/	V	Mary Street Control of
are chemical storage cabinets well-maintained and free of rust?	<b>V</b>		V.	W.		One to Papers which ever me
Are appropriate supplies (e.g., spill kits) and instructions for use available in areas where potential spill of chemical hazards exist?		V				Needed
re employees aware of how to report major hemical spills appropriately?	V		٧		10. Oak	Eman before multi-entre services
re all compressed gas tanks secured in an pright position away from any open flames or ther sources of heat?		V	V	SPIE.	BIHS II	The second section of the second
there no more than one extra cylinder of ompressed, flammable gas at any one work ation?	<b>V</b>					
there plumbed eyewash in every area where azardous chemicals which may cause skin or ye damage are used (e.g. chemicals that are	<b>/</b>			pneb		5-454 AU
	1				- 2	And the second

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personnel working with hazardous chemicals. Lab specific CHP is current and documented.			100			Sharing.	Ü
Standard Operating Procedure (SOP) documented for particularly hazardous chemicals and/or high-risk procedures.	4		edi g	501	PO DIE		
Chemical inventory is submitted annually.	V						
Chemical containers are labeled with contents, appropriate hazard warnings, and expiration dates.	V	V	E TOP A		I recolund	e oppour bu	
Time-sensitive chemicals (i.e. peroxide formers) are labeled with date opened and removed as hazard waste when expired.	V	1		Own		English State	
Chemical storage is well organized and incompatible materials are segregated (oxidizers/flammables, acids/bases).	V		mattigo	hall.	la not is		
Hazardous materials/liquids are stored below eye level (not on the floor) and are stored in secondary containers.	٧'	1	SATE OFFICE	16	Breiter of B		
Chemicals are stored in compatible containers and cabinets (acids in non-metal cabinets, flammables in approved cabinets, refrigeration).	V	1	Tuledy		n zeroto	Tabel	jel
Chemical containers are kept closed.	V	1	SIA P		MINISTER OF	THE PART OF	
Unnecessary, unused, or outdated materials are removed for hazard waste disposal.	/		-			Day Tools	
Flammable liquid storage cabinets are properly labeled, kept closed, and have no materials stored on top of them.	1	Y	Mar Esp	- 11-12 - 11-12 - 11-12		mor nasno- com emercial ino spid- differe on Local	
					120		
Corrective Action: C	omp	letec	by:		Da	te:	
					district and a	LEVIEW IN ARREST	
Radia	ation	Sat	ety:				
Are any radioactive substances handled in the ab?		1		~		Carlo de la Carlo	113
f yes, are all employees aware of safe policies for handling tissues containing radioactive materials?		V	2 mil	<b>V</b>	rea (V)	b I work of the	
Is main door is marked with the sign of Radioactive warning?			Jones	V	MEDICAL I	the County Street	
Are there clear instructions for the use of radioactive materials?			Ty and	V	169	1 100	
s there a safe method of storage?				V	And the same		
s there a safe method of disposal?				V			
Are all radioactive substances correctly labeled?				V			
Are workers health checks, if required, up to date?			4	/			

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Findings identified on previous self-inspections	ONL	INL	LPI	IVG				
have been corrected and corrections have been documented?					V			A PROPERTY AND THE WAY
Administrativ	10 2	nd	D/Ii	scolla	noous			
Are laboratory safety behaviors consistent with		IIIu	IVII	scene	meous			
organizational expectations?	IV	4	1					
Are SOPs or safe working rules specific to the laboratory developed and implemented?	IV	1	Y .				000 1100	INCOME PROPERTY.
Are staff trained or instructed on the SOPs and lab safety rules?	V		V.		100	Ne	ed requ	lay training to stable
Are records kept of personnel trained or instructed, maintenance & servicing, and testing of equipment?	/	1			No.	Mar	intenan	se and service quipmonts avails
Is the signage on the laboratory door or entrance correct, adequate and up to date?	V	1		118.4		COT I	ra cequ	Manual Ma
Have all current staff/students working in this lab		,				Steel	levito_	bartuinel Lan
undertaken the specific lab induction.		V			SPEE	Sta	H - He	early induction
Are floors clean, dry, and free from slip/trip	V	N.			1		10	- Trocketton
hazards?	V							
Is there a procedure on safe Laser usage?			-		V			
Corrective Action:	Co	mpl	ete	d by:			Date:	
, V30146.16513134		10.0						
Entr		id E	xit	S				
Are exits and corridors free from obstruction?  Are exit signs illuminated and clearly visible?	V							
Are there an adequate number of exits?	V		-					The state of the state of
Are all exiting doors unlocked?	V		-					
s emergency lighting installed?	V	1	+			20		
Jane Jane Jane Jane Jane Jane Jane Jane		V	+	-		Reg	wired	
People w	ith	Dis	abi	lities				
there access for people with impaired nobility?	V						Ties.	E TELINIE
there access to disabled toilets within easonable distance?	V							trobio
eople with disabilities?	V					offish	a velti se mi	The second second
Compresse	d G	as (	Cyli	nder	S			
as name/label on shoulder of each cylinder learly legible?	/					1,1	0) (0===	

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Are fuel cylinders separated from oxidizing cylinders?		V			
	-				P. P.
Are cylinders secured by brackets or chains?	V				No extrecylender quall
Are empty cylinders separate from full cylinders & clearly identified?			THE VA	11111	La company
Are acetylene cylinders that are not in use stored outside of building?				V	W - = = = =
Are all gas cylinders stored in a well ventilated area?	1	-	0.14	ic ii	TO THE WARRIEST THE SALE VIRGINIAN AND THE SA
Are cylinder valves closed when not in use?	V				
Does testing for gas leaks occur?	V				
Cylinders properly chained, secured, and clearly labeled with contents. Storage in dry, ventilated, fire-resistant location. Caution signs posted for gas type hazard (flammable, toxic, oxidizer, etc.)	Y	V			
Cylinder caps on reserve cylinders. Empty cylinders labeled and stored separately.	V				
Incompatible cylinders stored separately (oxygen/flammable 20' or 5' fire wall).	V	N.	-	a grua	To a very service of the proof of the party
Cylinder equipment (regulator, tubing, etc.) is compatible with gas and in proper working order.	1	- N		Le et	Tend the ten on the tend to
Corrective Action: Cor	nple	ted b	y:		Date:
Electrical Installa	tior	ns/ E	lectrica	I Safe	ety
Are power leads in good condition, no trip hazards?	V		vin3		
is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?	V	1111		Sept.	en to a ben to de aniv de s en se seinen enmente en etent en se seinen en en en etent en en e
Are adequate power points available &		V			process.
inobstructed?					Replacement of one Builten's urgently knick
Are switches & power points in good condition no cracks, loose face plates)?	V				Dog To
Are switches & power points in good condition no cracks, loose face plates)?  Are double adaptors or piggy back adaptors	V		billin	N	particles argening reput
Are switches & power points in good condition no cracks, loose face plates)?			BHTMA		Electrical Wirings in brown
Are switches & power points in good condition no cracks, loose face plates)?  Are double adaptors or piggy back adaptors avoided?  Are circuit breakers & main isolators clearly			BHTNA TELLISE	N EN	making at more sens
Are switches & power points in good condition no cracks, loose face plates)?  Are double adaptors or piggy back adaptors avoided?  Are circuit breakers & main isolators clearly marked?		7	DITTING SELLER		Electrical Winingis in process

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Are excessive power boards being avoided?	V	4		-		
Is an appropriate fire extinguisher i.e., CO2 or dry powder available adjacent to any electrica switchboard?		,	Li lis		7-9/10	en und sellenge in i Strikt
Equipment does not have frayed or damaged wiring.	V	1		-	- Ub-III	of and the second
Extension cords are not being used as permanent wiring.	V			Linu.	- III	est laga promise and a
Power strips are suitable for the load involved and are plugged directly into the outlet (not "daisy-chained").			Tream		In Ken	D cases upgradation
the state of the state of	1	-		-		MIN THE PLAN
Corrective Action: Cor	nple	ted b	v:	_		Date:
Jest rules	V					Date.
Machinery a	nd N	Иаjo	r Equip	ment		ne november of the s
Are operating instructions/safety signs adequate & clear?	V	1	967 TC	in Desi	Carried In	e emegatory mandators
Are safety glasses areas clearly sign posted?	V					- I Print year 1991
Are emergency stop switches accessible, red in colour?		1	-plots		12 MILES	manufacture of the state
Do interlocks on machine guards operate, with regular testing?		· Y	V	1 275	and and	Secretary Salarian
Are moving parts, belt drives, shafts, fans appropriately guarded?			41-80	V		Training of the
Are machines & equipment free from obstruction?	V		NOTH	(2),38	(Inches)	PATTERN PLANT
s there adequate distance between machines & equipment?	/		Personal Property of the Personal Property of		102 1	Total Holescop olini
Are all Lasers pointing away from doorways and corridors?			OFFE	V	nunin	Marketing of age
Can you hear someone two meters away talking n a normal voice, while machines/equipments are in use?	Y			1000	1-50	Marie de la company
Corrective Action:	Cor	nple	ted by:		Da	te:
		1		#E	Du	(H220)
F	irst	Aid				
re there trained first aid personnel?	*	V			Traine	l person needed
are there first aid kits available and adequately tocked for the types of hazards and level of risk e. chemical burns?	V		1903		ENTR	First Aid Bex at Y/EXIS t door! x blace, should be visil
re first aid personnel identifiable?	V					he depostment

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Emerge	ency	Proc	edures	5	
Has an evacuation drill taken place in the last 12 months?	2	V			er may service the
Have emergency procedures been established for specific hazardous circumstances including spills?		k	HINGSHIT	VD. 1	Mannuel available
Are there suitable spill kits available, stocked and identifiable relevant to the area? i.e. Laborator Spill Kit, 240L Wheelie Bin		V		3.00	- I different and thirthy a
Are staffs adequately trained to deal with mino spills?	r	V			Mangual available to
Are staffs aware of response procedures fo minor and major spills?		V			Mannual aveilable to
Are emergency plans and contact numbers displayed?	5	V			Required
Are regular evacuation drills carried out?	1	V		10.50	Moch doll required
Are emergency manifests established for the area and available in an accessible area to emergency staff?		V			
Eye wash/safety shower in good working order covers in place, and pathway unobstructed Eyewash flushed monthly and date is documented. Personnel are aware of the eyewash/shower location and know how to operate the equipment.	V		mw.	in items	Actor work that is according to the control of the
A chemical and/or biological spill kit for minor spills is available.		V	Hel	(legal)	internation to approximate the state of the
First aid medication/antidotes are available and within expiration dates. (i.e. calcium gluconate for HF exposure).		1			First Aid Ket available
Access to electrical breaker panels and emergency shutoff controls is unobstructed with 3' clearance.				11116	Corlem Switzers and Park Turk Switzers
Registration is current & emergency contact numbers/location details are posted.	Fr.	N			1 100.0
Evacuation routes are posted in common hallways. Personnel know the evacuation procedure, meeting site, and location of nearest fire alarm.	V				multipa puliti
Corrective Action: Cor	nplet	ed by			Date:
CONTECTIVE ACTION.	inhier	eu by		To be to	Date.
Gen	eral	Pract	tice		The same of the sa
Caution signs on the door and equipment for any specific hazards (UV, Laser, Radiation, Biohazard,	100				48.

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By

Martin 14/10/22

HEROTECH A WAY THE CONTRACTOR OF THE CONTRACTOR						
noise, high voltage, etc.)				-1-11	1 11102	A SECTION OF THE REAL PROPERTY.
Food & household products used in chemical or hazard area are labeled "not for human consumption" or "lab use only."	V	V	I I I I	MILITARY OF		
Household appliances (refrigerators, microwaves, blenders, grinders, etc.) are labeled for "lab use only."					Herris of the second se	nes autore essentiale distance of a Security
No evidence of eating, drinking, smoking, applying cosmetics, or mouth pipetting inside the space.	V	V	271			Ticzecos si estaw iro golo
Entry doors kept closed at all times and locked when unoccupied to maintain security.	V					
Corrective Action: Co	mple	eted	by:			Date:
Engineering Co	ont	rols	& Ven	tilation	,	
Chemical fume hood (CFH) not being used for chemical or equipment storage. Air foil & rear baffle unobstructed. Excess equipment is mounted to aid in air circulation.			2327	V	15316 103163 1031632 1031632	
CFH sash is at or below minimum height (18") when in use and kept closed when not in use.			31	V		
Access to CFH/LEV is unobstructed.			5 1015	V	Was F	The state of the s
Fume hood inspection certification is current performed annually by CUSB.				V		Na Ingression of the State of t
Local exhaust ventilation (LEV) is in use and in good working order (i.e. snorkel, dust collector)		1	70.0	1		Linguised neglectors
Biological Safety Cabinet (BSC) is certified, cleaned/decontaminated, not used with volatile chemicals or open flame. Vacuum lines w/filters and disinfectant traps. HEPA filter replacement.	V		mc31		Recon	itly installed
Is there enough fresh air, without draughts?	V		- 2	73		The last of the la
Is extra ventilation systems provided to remove fumes?	e	V	18.5			44/19/10
Are ventilation systems tested annually?		V				
			> .			
Corrective Action: Com	plet	ed b	y:			Date:
Waste I	1/100	1200	mont			
Hazardous waste containers are labeled with	viai	lage	ment			
contents, accumulation start date, and generator.	V					
Waste containers are kept closed to prevent off gassing discharge.	1					6
Hazardous wastes are removed for disposal	V					

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Corrective Action: Co	mple	ted b	y:	0.01111	Date:
Radiation Producing Equipment is registere with CUSB and Nuclear Physics Section (Protection Section).	4.1			V	TOTAL STATE OF THE
Ladders are labeled with the approved warnin stickers and are inspected before each use.			e trains	V	Clarifica we begin and and
Safety training for hazardous equipment i documented (SOP, training checklist, badg system).	e		· 南川	V	Institution would be at the History of the
Rotating machinery and high temperatur devices have approved safeguards. Safet switches and emergency stops are working.	У			V	in the HELL to a contract of the property of the contract of t
Equ	pme	nt Sa	afety	- pri-tor	12
Corrective Action: Co	mple	ted b	y:		Date:
Biological waste is collected in approved bag an disposed of in a timely manner.	d V	23			Alecded appropriate contains 4 bags.
Needles are not re-capped, bent, or broken an are disposed of immediately in appropriat container.	e V	V			TOTAL STATE OF STATE
Syringes and other sharps waste are disposed of in approved sharps container. Labeled a "biohazard" or "non-contaminated" sharps.	s V	V			property contains
Secondary containers are used to store glas waste collection bottles to capture leaks/spills.	V	V	NO INCOMEST	761	IN Assessment and December
before the 12-month accumulation limit.					

24/8/2022

24/08/2022

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सेवा में, विभागाध्यक्ष,

महोदय.

उपरोक्त विषय से आप सभी को अवगत कराने के लिए माननीय अध्यक्ष आईक्यूएसी से निर्देश प्राप्त हुए हैं कि नैक की तैयारी के तहत प्रयोगशालाओं का ऑडिट भी किया जाना चाहिए। इसकी तैयारियों से संबंधित कुछ सुझाव दस्तावेज के रूप में तैयार किए गए हैं। कृपया अपनी तैयारी में अधिक से अधिक संबंधित सुझावों को शामिल करें।

अतः आपसे अनुरोध है कि अपने विभाग की सभी प्रकार की प्रयोगशालाओं की तैयारी यथाशीघ्र दस्तावेजों के सुझावों का

पालन करते हुए समय से पूर्ण करने का कष्ट करें।

एक टीम के अध्यक्ष आपसे यथाशीघ्र संपर्क करेंगे और आपके विभाग से संबंधित प्रयोगशालाओं के ऑडिट की तिथि निर्धारित करेंगे।

सम्बंधित दल को आप से और आप के विभाग से पूर्ण सहयोग की अपेक्षा का विश्वास है।

धन्यवाद।

आपका भवदीय।

वेंकटेश

To.

The Head of Department,

Sir.

In order to make you all aware of the above subject, instructions have been received from Hon'ble Chairman IQAC that as part of the NAAC's preparation, the laboratories should also be audited. Some suggestions related to its preparations have been prepared in the form of documents. Please include as many related suggestions as possible in your preparation.

Therefore, you are requested to complete the preparation of all types of laboratories of your department as soon as possible following the suggestions of the documents and complete them on time. A team head will contact you as soon as possible and schedule an audit of the laboratories belonging to your department.

The concerned team is confident of expecting full cooperation from you and your department. Thank you.

With best regards,

venktesh

Department Names

		Juicin	Cite ivaliles
1	Department of Life Science	9	Department of Computer Science
2	Department of Environmental Science	10	Department of Mass Communication and Media
3	Department of Bioinformatics	11	Department of Physical Education
4	Department of Geology	12	Department of Commerce and Business Studies
5	Department of Biotechnology	13	Department of Psychological Science
6	Department of Pharmacy	14	Department of Economic Studies and Policies
7	Department of Chemistry	115	Central Instrumentation Facility
8	Department of Physics	16	Common Computer Lab

A – Acceptable/Meeting Requirements; Observed;

D – Deficient/Not Meeting Requirements; N/O – Not

N/A - Not Applicable

## Safety Resources: Are the following readily available in the Laboratory?

Laboratories Safety Policies and Procedures Manual	A	D	N/O	NA	Comments
Health Safety Resources, Policies and Procedures Manual	V				23
Standard on Occupational Exposure to Hazardous Chemicals in Laboratories Manual	V				
Chemical Waste Policy Manual	V		12 11/12		
Noise Policy Manual	10-	N		V	
Chemical Hygiene Plan manual	V	-			
Current Safety Data Sheets (SDS)	1	V	-		
Infection Prevention Manual	-A-		-	V	
Radiation Safety Manual	V			1	
Disaster Preparedness Manual		V			
Site-specific (Laboratory) Fire Plan Manual	V	Y			
Laborator	v H	ouse	keepin	g	Total State of the last of the
Are passageways unobstructed?	V			0	
Are floors, walls and ceilings clean and well maintained?	V	ola I	Musuu		
Are bench tops, drawers and sinks clean and well maintained?	V		1104117		T Teav
Are storage areas well organized and free of clutter?	V		6		Filmress sector les
Is shelving stable and not overloaded?		IN	1 - 5	V	
Is shelving stable, free of extraneous material and not too high?				V	
Is the workplace free from accumulation of equipment, redundant chemicals, contaminated waste or rubbish?	V		LESIN M Juli	enemi Care	to material some some grideric limits
Are chemical storage facilities in good condition?	V				
Are walkways free of obstruction?	V				LOUDING SECOND PATRICE SU-
Surfaces appear to be cleaned and decontaminated after work is performed (no chemical residue, dust, biohazards, etc.).	<b>V</b>				Anthony file the direction and setting at a At mostly charle
General work space, storage areas, and bench tops appear uncluttered and orderly.	V		High		Regularity and a complete that with
No slip, trip, or fall hazards are present. Aisles and exits are free from obstruction	V				wearts indicat on the roll stancie
No glass containers are stored on the floor.	V				
Trash bags & sharps containers are removed	V				

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when full.						MOVINGE - Dames	
Corrective Action: Co.							
Corrective Action:	mple	ted b	y:	TALL D	AIR	Date:	
General S	Safe	tv A	warene	SS	No. 14 Co. 1		
Is there general safety awareness orientation of the "New Students and employees conducted?		~			For Ata	identionly	
If YES. How frequent?		V			At the beg	gining of the semester	
Morkin	o Er	\ i					
Is the room temperature comfortable?	IS EI	IVIFO	nment		-		
Are windows in clean & safe condition?	V						
Are blinds fitted to reduce glare or temperature?	V	1					
Is lighting adequate in all area?	V				-		_
Is extra lighting provided for close work where needed?						parties of the molecule	
Personal Pro	otec	tive	Equipn	nent			
Is there personal protective equipment available in the laboratory?		111	/	1961	Mannas	lavailable only	
Man	ual I	lanc	lling				
Are stepladders or footstools used to reach high shelves?	V		8	ie ru	gwod bay	e presidente de la compania	
Are heavy & awkward items stored at waist height where possible?	1	1	No.	it. len	Leannage	Married agrees to	
Are trolleys or barrows available for moving heavy or large loads?	V				a-tonillos	ges fine attlem ger dank	
Dist.		1.0	•			Language Straight	
Biolo	gica	II Sat	rety	THE U	UNIVERSEN		
Is hand washing sinks available in all areas where work involving potentially infectious materials is performed?				V	dina ma	este en ephilonia	
Are all sharps disposed of in an approved puncture-resistant container?				V	C (10 150 o	Shirt of the same	
During transport, are all potentially infectious materials placed in a secondary leak-proof container?			V en	<b>V</b>	req at the	w wife believerse	
Are mechanical devices (i.e. forceps, hemostats, dust pans etc.) available and are they used by employees to pick up broken glassware?				V	ritelia in	C beneated the 26 of	
Are surfaces on which work involving blood and blood products is performed, routinely wiped down with an approved disinfectant at the end				1		Practice A spat Ac	

Surves

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of the procedure or immediately following a spill?					Hermon July west hope & to get
Are personnel aware of appropriate biological spill procedures?				V	Scholar and or bell some from
Is regulated medical waste collected in containers that are clearly labeled or color-coded as "bio-hazardous"?		EU	July St	V	non de poética ve
Are all refrigerators and freezers used to store potentially infectious materials labeled with the universal biohazard symbol?	51		#1 (Bloc)	1	ganne ne red moet b
Have all biological safety cabinets been certified in the past year?				. V	mine and millioning and of briefly of
Are eating, drinking, applying cosmetics and lip balm, and handling contact lenses prohibited in areas in which there is any risk of exposure to potentially infectious materials?	<b>V</b>		1		Company of the compan
Is the storage of food and drink prohibited in refrigerators, and other appliances, used to store potentially infectious materials, reagents, or hazardous chemicals?	<b>V</b>		Brons	(193 (193	
Workspaces (e.g., bench-tops, fume hoods, bio- safety cabinets) organized and clean?	V	1	e rije		anti-spirate on a State of
Flammable liquids (including flammable waste and glacial acetic acid) stored in flammable storage cabinets? (Note: Up to 10 gallons per control area (NOT individual lab) may be stored		>	/	7200 1	the state of the s
outside of cabinets.) Food and drinks stored and consumed away	M		100		The Country of Children woods
from toxic materials? "Chemical Waste Compliance" poster is posted in the location where hazardous waste is accumulated?	V		/	005-34163	III merw cebigos inmusi est.
Chemical containers and hazardous waste containers are clean, structurally sound, and closed when not in use?			V		ingle Angle A
Approval is documented for work requiring additional registration (Animal research with ACUC, rDNA with IBC).	-		T UP.	V	and the second s
nventory of Biological Agents is submitted annually to CUSB.	1.0		1.00	V	meterostano de ligra
Approved disinfectant is in use and bleach solutions are freshly prepared (within 24 hours).				V	and the second section of
Are drying facilities available in the lab?  Are there enough toilets for men and women within reasonable distance?	/			~	
Are toilets & washbasins clean & in working	V				

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order?					100		THE RESERVE OF THE PARTY OF THE
Are got & cold (or warm, normal) running wat	ter,	1				Now	arm running Walter he
soap and towels (or other cleaning / hand dry	ing	V			100	160	b, no faul, butneedd
facilities) provided in the toilets?						W.A.TSELL	, in the same
							THE PERSON NAMED IN COLUMN 1
Corrective Action:	Com	plet	ed b	<b>/</b> :	illus-i		Date:
				_			
	ld R	oor	n Sa	fety			
Cold room has an emergency relea	ase				V		
mechanism.					V		
Cardboard is not stored in the area.	1.1				V		
Asphyxiates and hazardous gases are not used	A PROPERTY.				11/		
cold room, unless adequate ventilation present.	15				V		
General housekeeping is observed and the ar	rea		N				THE RESIDENCE OF THE RE
is organized, uncluttered, and sanitary.	ca				V	16	
Expired/abandoned samples are not stored.					V		BILL O'RE AN ADVOCEMENT
						-1-1	
Kitche	nett	es	/ Te	Roon	15		RESILL FAIR HE SIGNED
Are staff & Students warned & supervised					T		
ensure there is no eating, drinking or smoking	2 1	/	1		90113	murc	
the lab?							
Are rest & eating facilities provided outside t	the		1	× .			Roquired
lab?	1		-				, Via I
Is drinking water available?		~					
Are power points & cables a safe distance from	om		9/-1				
wet areas?	la de		-				The state of the state of
Are microwave oven door seals clean a undamaged?	ina				~		
Is a fire blanket provided where electric cook	ors			111111111			
are used?	C13				V	russin.	
410 4004							
Corrective Action:	Com	plet	ed by	<b>/</b> :			Date:
	7					111===	
	Lase	er S	afet	У			
Laser SOP available to authorized users a					OL STATE	T IKT	nost in the most three
training documented.					V		The second second
[DEBROTE : NEW PROPERTY AND A STATE OF THE PROPERTY OF THE PRO	ith				V		rances of metal call and
appropriate caution signs.					- M		
Beam stops are present at the end of all bea	am				V	11111	
paths and are non-combustible.					11		
Approved safety glasses are available.					V		
			1 1		-		
Corrective Action:	Com	nlet	ad h	<i>r</i>			Date:
COTTECTIVE ACTION.	-0111	PIEL	cu D				Dutti

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Fi	re S	afet	v:	itanis	
Has each employee participated in at least one fire drill in the past year?		V		111	mock drill require
Are employees familiar with the location of fire extinguishers and pull alarms?	V	V	700		Court apple toward and govern
Are all fire alarms visible, unobstructed, and accessible?	V		CHIEF HO	- 3vH	Medical and the Set Control
Is the fire alarm audible from all parts of the lab?			V		mack orill required
Are aisles kept clear and unobstructed at all times?	V	1	10100	T=REV	The state of the s
Are open flames or Bunsen burners used in the lab?	V		To King	original mark	objective and a property of the control of the cont
Are all fire extinguishers/equipment suitable, appropriately located, mounted and identified?	V		negotica-o	sa be	tedly mand time about mile man, wi
Are fire hose reels regularly checked?		V			Needed
Are all fire extinguishers regularly checked?		v			Needed
Visually, do the fire sprinklers and/or detector heads appear free from damage?			~	el e	7   Table
Sprinkler heads are unobstructed with an 18" clearance below sprinkler heads around entire room.			V		Terral adversariation of purpoper and
Fire extinguishers available, appropriate for type of hazard, inspection dates recorded, and unobstructed access with 3-feet clearance.	V		Total a	n Hung	n generation accorded to the section of the section
Fire alarm strobes are visible from all locations.	V	1			
Are supplies of flammables and combustible iquids reasonable for the lab's needs?	~				Treasy teen and an issuin in
Are there fire extinguishers available in areas where flammable and combustible materials are handled and stored?	V		to est	Family	e Alam Service and a feet some a A
Do all workers know where the outside assembly point is located?	V	1			mack drill ocquired
s emergency power adequate for the unctioning of the lab?	V		greatiw	(Byrol	the use small this in
Does the lab avoid placing electrical devices near vater sources?	V		OII -	Warte!	or word to entire transport the second
s all wiring in the lab in good condition (e.g. no damaged cords, etc.)?	V		11 11 1		Color by appropriate in Ad
Ooes the lab avoid overloading outlets and using extension cords as substitutes for permanent viring?	V		10 24	0,4	Sand is secret with a
		1			THE TRANSPORT ASSESSMENT
Corrective Action: Com	plete	d by			Date:

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Chemical Safe	ety a	ind I	Vlanage	ement	11 11 11
Are precautionary labels present on the containers of all hazardous chemicals that include the chemical name, type of hazard, and what to do if accidental contact occurs?		1	-1116	154   4 1	mannual civerilable
Has annual review and evaluation of the effectiveness of the lab's Chemical Hygiene Plan been done?		v			Needed
Are potentially reactive chemicals stored separately?	V	V			
Are all incompatible chemicals appropriately separated during storage to reduce the risk of potential reactivity?  • Are acids and bases stored separately near floor level?  • Are oxidizers separated from organics?  • Are water-reactive separated from water sources?	V	7 70	Style	GI JIII Himbild Blacks Blacks Blacks	
If formalin is handled in your lab, has formalin monitoring been done in the past?  Date?	-		721 A	V	production of the state of the
Was formalin monitoring required and performed in the last year (as the result of a new or change in process or procedure)?  Date?		7	Kall.	L	entre attended out of the state
Have the lab's chemical fume hood(s) been certified in the past year?  Date?		7	- Albani	V	and of the second secon
Are chemical fume hood work surfaces free of clutter?			256	V	distribution by a second pro-
Are chemical storage cabinets well-maintained and free of rust?	V		1		Total for mileto especies from the
Are appropriate supplies (e.g., spill kits) and instructions for use available in areas where potential spill of chemical hazards exist?		V			and a second contracts
Are employees aware of how to report major chemical spills appropriately?	V		9		
Are all compressed gas tanks secured in an upright position away from any open flames or other sources of heat?	V			NA ES	Low although the state of the s
s there no more than one extra cylinder of compressed, flammable gas at any one work station?					
Is there plumbed eyewash in every area where hazardous chemicals which may cause skin or eye damage are used (e.g. chemicals that are	15	V	HEW?		Heeded

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irritating, corrosive, toxic by contact or absorption)?					COLUMN TO THE PARTY OF THE PART
Are eyewashes tested and documented on a weekly basis?		7	V	- 1	and well and the same
Is there appropriate signage indicating the location of the eyewash?			V	a	and the result is the result of the last of the second
When decanting or entering an open container of liquid nitrogen, are appropriate gloves and a face shield worn?		7	1019	V	Account profits afternic national
Is the storage and use of liquid nitrogen confined to a well-ventilated area?			Drawning and the second	V	THE ASSESSMENT OF THE PROPERTY OF
Are secondary containers (i.e. plastic bottle carriers) available for transporting glass containers (larger than 500 ml) that contain hazardous chemicals?	V		Eng.		lo lieu e aprodi leserati lo lieu e aprodi leserati los all'espera aito, sumoni l'esperatione dell'esperatione
Is eating and drinking prohibited in areas in which hazardous chemicals are used?	V	1	10 119		one Doop and to the love of
Is the lab aware of and compliant with the Guidelines for Sink Disposal of Chemical Substances?	V	1	Person	Hop II	tornemers at burdte we discount
Are chemical waste containers properly labeled (labeled "Waste Name of Chemical" and date waste is first placed in that container)?		V		Dy last	Separate in the constitution in the constituti
Are proper waste container management practices utilized during storage? (capped, in secondary containment, proper container, not overfilled, no visible contamination on outer container, not stored >90 days after start date)			سما		megin mas a series de la constanta de la const
Is the lab using only designated waste containers for storage of waste? Note: The lab must not reuse reagent containers for storage of waste.			e l'		
Are unknown chemicals labeled as "Waste Unknown" and dated, and disposed of within 30 days?		V	200	1900	
Has the lab reviewed chemicals stored in the lab within the last year to sort out obsolete chemicals that need to be discarded?			artila	is the Y	professor a table com
Is Universal Waste (used rechargeable batteries, fluorescent bulbs, or mercury thermometers) stored in the laboratory? If yes, are the containers labeled and dated? If yes, is the lab aware these waste items cannot be stored in the lab longer than one year?			In a	~	The contract of the contract o
Is the lab using autoclave tape that contains lead?			31 B	V	ger headadh mar i skipa a S
Chemical Hygiene Plan (CHP) is available to U					NA LA

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personnel working with hazardous chemicals. Lab specific CHP is current and documented.				125				19116
Standard Operating Procedure (SOP) documented for particularly hazardous chemicals and/or high-risk procedures.					[6]			MD Tes
Chemical inventory is submitted annually.	V	1						
Chemical containers are labeled with contents, appropriate hazard warnings, and expiration dates.			=	al aly	UR Lyon			No Catal
Time-sensitive chemicals (i.e. peroxide formers) are labeled with date opened and removed as hazard waste when expired.	V		Talline.	1 73		S hery		Tropy &
Chemical storage is well organized and incompatible materials are segregated (oxidizers/flammables, acids/bases).	V	79	7019.3	o o o		e nari		tella ) terrison la sundatta
Hazardous materials/liquids are stored below eye level (not on the floor) and are stored in secondary containers.	V	7	16 80	16. Al	101 PM 101 15 PM 3 = 1 12 PM 102 PM		orte arci	one year of the
Chemicals are stored in compatible containers and cabinets (acids in non-metal cabinets, flammables in approved cabinets, refrigeration).	V		Jane J.		Na ru	liannes	OTURN	Sansingo -
Chemical containers are kept closed.	V	17	6715		1		PAR PAR	
Unnecessary, unused, or outdated materials are removed for hazard waste disposal.	V		Intern		M Live			tello-
Flammable liquid storage cabinets are properly labeled, kept closed, and have no materials stored on top of them.	V		100 jb 400 j 100 ju		denned		na ciol	yadan.
Corrective Action:			E.					West 1271 Trans
corrective Action.	mpi	eted	by:			Date:		
Radia	tion	Saf	atu:		STRUCK			
Are any radioactive substances handled in the	LIOII	Jai	ety.		UDO ST	-	-	
ab?	1	Q	ME F	V	Bulley.	s-hax	THE PERSON	ec Zhijens
f yes, are all employees aware of safe policies or handling tissues containing radioactive naterials?				V		ci j		nd / 64
s main door is marked with the sign of Radioactive warning?				V	NE STRI	en ha	n pan	V (erimit)
are there clear instructions for the use of adioactive materials?				V	ALT YES	2	10	T.
s there a safe method of storage?				V	U DESERVE			
s there a safe method of disposal?				V				
re all radioactive substances correctly labeled?				V			THE STREET	
re workers health checks, if required, up to ate?				V	1101			

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REC	OPI	)VE	EPING					Car Timer III
Findings identified on previous self-inspections have been corrected and corrections have been documented?	5	JKE	PING	V		Care ya		
Administration of		L			- 0			
Are laboratory safety behaviors consistent with	ve a	ind	Miscella	aneous				
organizational expectations?	V	1						(40)
Are SOPs or safe working rules specific to the laboratory developed and implemented?	V	1						print) ex
Are staff trained or instructed on the SOPs and lab safety rules?	1	-						differ Ladyd
Are records kept of personnel trained or instructed, maintenance & servicing, and testing of equipment?	V		Loon		Janes Janes Janes Janes Janes	e million Svervenski	rhidh in	unitary) n
Is the signage on the laboratory door or entrance correct, adequate and up to date?			1				rillo-	
Have all current staff/students working in this lab undertaken the specific lab induction.		V	-	3	Ne	edeal	ctoff	Induction
Are floors clean, dry, and free from slip/trip hazards?	~	-			-			110
Is there a procedure on safe Laser usage?				~				
Corrective Action:	Co	mple	eted by:			Date:		
y ferror spanner		90		Bytt	-714	Dute.		
Entr	y ar	nd E	xits	1		A COLUMN		
Are exits and corridors free from obstruction?	V							
Are exit signs illuminated and clearly visible?	V						14	La spillar
Are there an adequate number of exits?	~							
Are all exiting doors unlocked? Is emergency lighting installed?	~					- 7 10	en Helinale	
is emergency righting installed?		V	,			- II		manufi di
People w	ith	Disa	bilities					
Is there access for people with impaired mobility?	V							
Is there access to disabled toilets within reasonable distance?	V	P				10		Charles
Do emergency evacuation procedures include people with disabilities?	-							1200
Compresse	d G	25.0	vlindor				3 6000	S. P.S.CHROD
Gas name/label on shoulder of each cylinder clearly legible?		43 6	ymider	•	eli a	a) constr	(Tipolonia (Ziliana	11

Avends Alame

Don

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Are fuel cylinders separated from oxidizing	/				
cylinders?			-/-		
Are cylinders secured by brackets or chains?					
Are empty cylinders separate from full cylinders & clearly identified?	レ		232756	Dell Hill	
Are acetylene cylinders that are not in use stored * outside of building?	B	1		~	
Are all gas cylinders stored in a well ventilated area?	V	1		Helen	VINCENTAL AND ADDRESS OF THE PROPERTY OF THE P
Are cylinder valves closed when not in use?	-			100	Relations of the strike
Does testing for gas leaks occur?	~	W		1100	Series and here with the party and a series
Cylinders properly chained, secured, and clearly abeled with contents. Storage in dry, ventilated, fire-resistant location. Caution signs posted for gas type hazard (flammable, toxic, oxidizer, etc.)	レ	7 7	To h	discon	Total Defendance to the Control of t
Cylinder caps on reserve cylinders. Empty cylinders labeled and stored separately.	レ			19430	This is the second of the second of
ncompatible cylinders stored separately oxygen/flammable 20' or 5' fire wall).	レ		e a la company		Trinds or so what the provide the
Cylinder equipment (regulator, tubing, etc.) is compatible with gas and in proper working order.	V		Fastin	objection 2	the sent but the state specific
				1.5	Commission of the Commission o
Corrective Action: Cor	mple	ted	by:		Date:
Electrical Installa	tior	is/ I	Electric	cal Saf	ety
Are power leads in good condition, no trip	レ		Table		and making the state of the sta
s in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?	レ	141		VI VI	phonocon participation of the second
Are adequate power points available & unobstructed?	~				
Are switches & power points in good condition no cracks, loose face plates)?	1	100	Bott	E HE	the object to resize with
Are double adaptors or piggy back adaptors avoided?	V		J. mali	al sə	ent meldere of essage mes
Are circuit breakers & main isolators clearly marked?	V				Anna please rather
s excessive use of extension cords avoided?	V				SSILLING STATE INTO
s temporary wiring avoided?	V				
Have electrical ignition sources been controlled			Corre	7 = 101	

Androne Hagne

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& law

Are excessive power boards being avoided?	?	V	1	la di		
Is an appropriate fire extinguisher i.e., CO2 or powder available adjacent to any electric switchboard?	dry	V				
Equipment does not have frayed or damag wiring.	ged	V	-			district the strength of the
Extension cords are not being used as permane wiring.	ent	V		- ya		L AND SOME TO
Power strips are suitable for the load involve and are plugged directly into the outlet (radiasy-chained").	red not	V		nanies	N E	ell alsertiv John oli o
Corrective Action:	Comp	plet	ed b	y:		Date:
		V	TEST ST			
Are energial instruction ( f to the control of the	and	d IV	lajo	r Equip	ment	HIM HE BOTH SHIP
Are operating instructions/safety signs adequa & clear?	ite	V	V	3	120	telling stratum congress by
Are safety glasses areas clearly sign posted?		/				
Are emergency stop switches accessible, red colour?			V		Licent	(Sarfin) bire and of
Do interlocks on machine guards operate, wi regular testing?		\		レ	A COLUMN	Stran American Internal
Are moving parts, belt drives, shafts, far appropriately guarded?	ns			01	V	the state of the
Are machines & equipment free fro obstruction?	m	>		92020		edekson
Is there adequate distance between machines equipment?	&	/		DEL P	all Floral	
Are all Lasers pointing away from doorways an corridors?	nd			ILSI	~	miles estimate as
Can you hear someone two meters away talkin in a normal voice, while machines/equipment are in use?		1	7	Takin l		
Corrective Action:	(	Com	plet	ed by:		Date:
	Fire	st /	Aid	1		
Are there trained first aid personnel?			1			
Are there first aid kits available and adequatel stocked for the types of hazards and level of ris i.e. chemical burns?		-	1124	amu)		lyn Azillam.
Are first aid personnel identifiable?	L	1				Not in the Debt.
	_					Depl.

Andre Magne

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Emerg	gency	Pro	cedi	ure	S		
Has an evacuation drill taken place in the last : months?	.2	V				o manufactura	there is a
Have emergency procedures been established for specific hazardous circumstances including spills?		-	aps			Street Inc.	
Are there suitable spill kits available, stocked an identifiable relevant to the area? i.e. Laborato Spill Kit, 240L Wheelie Bin		V			bsc	The second	
Are staffs adequately trained to deal with min spills?	or	V					Agr - Day
Are staffs aware of response procedures f minor and major spills?	or	V					
Are emergency plans and contact numbe displayed?	rs	V		Ī			
Are regular evacuation drills carried out?		V	-	110			
Are emergency manifests established for the area and available in an accessible area emergency staff?		1				Total Total Total	Part Sales
documented. Personnel are aware of the eyewash/shower location and know how	d. is ie	V	63	lut.	soldin shurasi shurasi	Needed	n diprimi i pincal ni i pincal ni
operate the equipment.  A chemical and/or biological spill kit for mine spills is available.	or	V		001	100	Sasmore I &	- Constant
First aid medication/antidotes are available ar within expiration dates. (i.e. calcium gluconate for HF exposure).			L	/	in Cycus	h mani sent solice	American American American American
Access to electrical breaker panels ar emergency shutoff controls is unobstructed wit 3' clearance.		-			TO VIEW	Control and Report	ASSESSED OF THE REAL PROPERTY.
Registration is current & emergency contain numbers/location details are posted.	ct	V					T Califf
Evacuation routes are posted in common hallways. Personnel know the evacuation procedure, meeting site, and location of neare fire alarm.	n	D A T					
Corrective Action:	omple	eted b	v:	5311		Date:	
				F	-		
Ge	neral	Pra	ctice				
Caution signs on the door and equipment for ar specific hazards (UV, Laser, Radiation, Biohazard	y	1				A.	

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noise, high voltage, etc.)						DISTRICT		THE TOP
Food & household products used in chemical	or			1		Later 1		
hazard area are labeled "not for hum	nan	V		-	11/200			
consumption" or "lab use only."								
Household appliances (refrigerate	ors.							
microwaves, blenders, grinders, etc.) are label	led h	1						
for "lab use only."			-	1				
No evidence of eating, drinking, smoki	nσ		-					
applying cosmetics, or mouth pipetting inside t	he	V						
space.	ine							
Entry doors kept closed at all times and lock	ha	_						-a manalana
when unoccupied to maintain security.	1	V						
to manitali security.		_	-	-				
Corrective Action:	C	-1-						
The state of the s	Com	pie	ted	by:		C	ate:	A COLD TO
			V.					
Engineering Chamilet I to 1 t	Cor	ntre	ols	& Vent	ilation			
Chemical fume hood (CFH) not being used f	or			TO BE	of mining	mid so	VINITED	TE LIBER
chemical or equipment storage. Air foil & re	ar	- 1		resist.	- FIENS			
	is				1			
mounted to aid in air circulation.					ediops.			
CFH sash is at or below minimum height (18	")	1			Idea -	17 4715		THE PARTY OF
when in use and kept closed when not in use.								
Access to CFH/LEV is unobstructed.				PICS.	-	10000		-
Fume hood inspection certification is current	nt					No.	MALES IN SE	
performed annually by CUSB.					V			
Local exhaust ventilation (LEV) is in use and	in					10.		COLO AVI
good working order (i.e. snorkel, dust collector)					V			
Biological Safety Cabinet (BSC) is certified	d.							
cleaned/decontaminated, not used with volatil	le				V			
chemicals or open flame. Vacuum lines w/filter	rs							
and disinfectant traps. HEPA filter replacement.								
Is there enough fresh air, without draughts?		_		45.00				
Is extra ventilation systems provided to remov	10							SIMAS.
fumes?			V		1			ST -
Are ventilation systems tested annually?	+	+					111	Side of the last
as vendadon systems tested annually:	-	+	1	_				
Corrective Action:		_						
Corrective Action.	mple	etec	d by	:		Date	2:	
Waste		ana	igei	ment				
Hazardous waste containers are labeled with	h							
contents, accumulation start date, and	d	1		1				
generator.	N							
Waste containers are kept closed to prevent of	f			1				
gassing discharge.	4	1					**	
lazardous wastes are removed for disposa	1	1	7	V				
	(3	1						

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	V	January Balluria	V	to the state of th
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		2100	V	
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Department of Compeder Sevience

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सेवा में, विभागाध्यक्ष, महोदय,

उपरोक्त विषय से आप सभी को अवगत कराने के लिए माननीय अध्यक्ष आईक्यूएसी से निर्देश प्राप्त हुए हैं कि नैक की तैयारी के तहत प्रयोगशालाओं का ऑडिट भी किया जाना चाहिए। इसकी तैयारियों से संबंधित कुछ सुझाव दस्तावेज के रूप में तैयार किए गए हैं। कृपया अपनी तैयारी में अधिक से अधिक संबंधित सुझावों को शामिल करें।

अतः आपसे अनुरोध है कि अपने विभाग की सभी प्रकार की प्रयोगशालाओं की तैयारी यथाशीच्र दस्तावेजों के सुझावों का

पालन करते हुए समय से पूर्ण करने का कष्ट करें।

एक टीम के अध्यक्ष आपसे यथाशीघ्र संपर्क करेंगे और आपके विभाग से संबंधित प्रयोगशालाओं के ऑडिट की तिथि निर्धारित करेंगे।

सम्बंधित दल को आप से और आप के विभाग से पूर्ण सहयोग की अपेक्षा का विश्वास है।

धन्यवाद।

आपका भवदीय।

वेंकटेश

To.

The Head of Department,

Sir

In order to make you all aware of the above subject, instructions have been received from Hon'ble Chairman IQAC that as part of the NAAC's preparation, the laboratories should also be audited. Some suggestions related to its preparations have been prepared in the form of documents. Please include as many related suggestions as possible in your preparation.

Therefore, you are requested to complete the preparation of all types of laboratories of your department as soon as possible following the suggestions of the documents and complete them on time. A team head will contact you as soon as possible and schedule an audit of the laboratories belonging to your department.

The concerned team is confident of expecting full cooperation from you and your department. Thank you.

With best regards,

venktesh

Department Names

	DC	ACT LII	ient ivallies
1	Department of Life Science	9	Department of Computer Science
2	Department of Environmental Science	10	Department of Mass Communication and Media
3	Department of Bioinformatics	11	Department of Physical Education
4	Department of Geology	12	Department of Commerce and Business Studies
5	Department of Biotechnology	13	Department of Psychological Science
6	Department of Pharmacy	14	Department of Economic Studies and Policies
7	Department of Chemistry	15	Central Instrumentation Facility
8	Department of Physics	16	Common Computer Lab

Ild andles 7/1/22 P.K.S. 1.

Jaineth yadas -06/07/2022 A - Acceptable/Meeting Requirements;

D – Deficient/Not Meeting Requirements; N/O – Not

Observed;

N/A - Not Applicable

## Safety Resources: Are the following readily available in the Laboratory?

Laboratories Safety Policies and Procedures Manual	A	D	N/O	NA	Comments
Health Safety Resources, Policies and Procedures Manual				~	
Standard on Occupational Exposure to Hazardous Chemicals in Laboratories Manual				-	
Chemical Waste Policy Manual				V	
Noise Policy Manual					
Chemical Hygiene Plan manual					
Current Safety Data Sheets (SDS)					
nfection Prevention Manual				_	
Radiation Safety Manual					
Disaster Preparedness Manual					
Site-specific (Laboratory) Fire Plan Manual					
Laborator	v Ho	use	keepin	g	
Are passageways unobstructed?	2		- cpiri	5	
Are floors, walls and ceilings clean and well maintained?					
Are bench tops, drawers and sinks clean and well naintained?					
Are storage areas well organized and free of lutter?	<u></u>				
s shelving stable and not overloaded?					
s shelving stable, free of extraneous material nd not too high?	1-				
the workplace free from accumulation of quipment, redundant chemicals, contaminated vaste or rubbish?	V				
re chemical storage facilities in good condition?				_	
re walkways free of obstruction?	-				
urfaces appear to be cleaned and econtaminated after work is performed (no hemical residue, dust, biohazards, etc.).					
eneral work space, storage areas, and bench ops appear uncluttered and orderly.	/				
o slip, trip, or fall hazards are present. Aisles , nd exits are free from obstruction	-				
o glass containers are stored on the floor.				¥ T	7
ash bags & sharps containers are removed				1_	

when full.								
Corrective Action:	Com	piet	ed by	:			Date:	
Gener	ral Sa	afet	y Aw	arene	SS			
Is there general safety awareness orientation the "New Students and employees conducte		~						
If YES. How frequent?						ones f	or new St	udent lengt
now frequents								
Wor	rking	g En	viror	nment	× .			
Is the room temperature comfortable?			-					
Are windows in clean & safe condition?		~						
Are blinds fitted to reduce glare or temperatu	ire?	~						
Is lighting adequate in all area?			~					
Is extra lighting provided for close work who needed?	nere		~					
Persona	l Pro	tec	tive I	Equipr	nent			
Is there personal protective equipment available in the laboratory?	able				V			
				-00				
N	/lanı	ıal l	Hand	ling				
Are stepladders or footstools used to reach shelves?	high		~					
Are heavy & awkward items stored at w height where possible?	vaist				~			
Are trolleys or barrows available for mo heavy or large loads?	ving		~					
		gica	al Saf	ety				
Is hand washing sinks available in all areas whork involving potentially infectious material performed?					~			
Are all sharps disposed of in an appropuncture-resistant container?	oved				~			
During transport, are all potentially infect materials placed in a secondary leak-p container?								
Are mechanical devices (i.e. forceps, hemos dust pans etc.) available and are they used employees to pick up broken glassware?								
Are surfaces on which work involving blood blood products is performed, routinely w down with an approved disinfectant at the	iped			Š.				

of the procedure or immediately following a spill?	
Are personnel aware of appropriate biological spill procedures?	
Is regulated medical waste collected in containers that are clearly labeled or color-coded as "bio-hazardous"?	
Are all refrigerators and freezers used to store potentially infectious materials labeled with the universal biohazard symbol?	
Have all biological safety cabinets been certified in the past year?	
Are eating, drinking, applying cosmetics and lip balm, and handling contact lenses prohibited in areas in which there is any risk of exposure to potentially infectious materials?	
Is the storage of food and drink prohibited in refrigerators, and other appliances, used to store potentially infectious materials, reagents, or hazardous chemicals?	
Workspaces (e.g., bench-tops, fume hoods, bio- safety cabinets) organized and clean?	
Flammable liquids (including flammable waste and glacial acetic acid) stored in flammable storage cabinets? (Note: Up to 10 gallons per control area (NOT individual lab) may be stored outside of cabinets.)	
Food and drinks stored and consumed away from toxic materials?	
"Chemical Waste Compliance" poster is posted in the location where hazardous waste is accumulated?	
Chemical containers and hazardous waste containers are clean, structurally sound, and closed when not in use?	
Approval is documented for work requiring additional registration (Animal research with IACUC, rDNA with IBC).	
Inventory of Biological Agents is submitted annually to CUSB.	
Approved disinfectant is in use and bleach solutions are freshly prepared (within 24 hours).  Are drying facilities available in the lab?	
Are there enough toilets for men and women within reasonable distance?	
Are toilets & washbasins clean & in working	

order?	1				
317000000000000000000000000000000000000				-	
Are got & cold (or warm, normal) running w			1		
soap and towels (or other cleaning / hand d	rying		-		
facilities) provided in the toilets?					
Corrective Action:	Com	pleted by:			Date:
(	Cold R	toom Safety			
Cold room has an emergency re	lease				
mechanism.					
Cardboard is not stored in the area.			~		
Asphyxiates and hazardous gases are not us	od in				
cold room, unless adequate ventilatio					
N W	11 15		12.00		
present.				110	
General housekeeping is observed and the	area			NHO	pplicable as no cel
is organized, uncluttered, and sanitary.				2001	n grobble
Expired/abandoned samples are not stored.			0		
Kitch	enett	es / Tea Roo	oms		
Are staff & Students warned & supervise	d to				
ensure there is no eating, drinking or smoki			~		
the lab?					
Are rest & eating facilities provided outside	e the				
lab?					
Is drinking water available?			1		
Are power points & cables a safe distance	From		,		
wet areas?	II OIII				
Are microwave oven door seals clean	and		1/		
undamaged?					
Is a fire blanket provided where electric coo	kers		V		
are used?	21000				
			V		
Corrective Action:	Com	pleted by:			Data
Corrective Action.	COIII	pieted by.			Date:
	Lac	or Cafatu			
lasse COR available to a that a		er Safety			
Laser SOP available to authorized users	and		~		
training documented.	27.0				
	with				
appropriate caution signs.					
Beam stops are present at the end of all b	eam				
paths and are non-combustible.					
Approved safety glasses are available.				T S	
11/4584					
			V		*
Corrective Action:	Com	pleted by:			Date:
Harakteria interaktion (1.1 temperatur 1.1 temperat	100000000000000000000000000000000000000				010050 (0V)

	ire S	afet	y:		
Has each employee participated in at least one fire drill in the past year?		V			
Are employees familiar with the location of fire extinguishers and pull alarms?					
Are all fire alarms visible, unobstructed, and accessible?	~				
Is the fire alarm audible from all parts of the lab?	V				
Are aisles kept clear and unobstructed at all times?					
Are open flames or Bunsen burners used in the lab?				V	
Are all fire extinguishers/equipment suitable, appropriately located, mounted and identified?			~		
Are fire hose reels regularly checked?	-		~		
Are all fire extinguishers regularly checked?			~		
Visually, do the fire sprinklers and/or detector heads appear free from damage?			~		
Sprinkler heads are unobstructed with an 18" clearance below sprinkler heads around entire room.			~		
Fire extinguishers available, appropriate for type of hazard, inspection dates recorded, and unobstructed access with 3-feet clearance.					
Fire alarm strobes are visible from all locations.			V		
Are supplies of flammables and combustible liquids reasonable for the lab's needs?				~	
Are there fire extinguishers available in areas where flammable and combustible materials are handled and stored?				~	
Do all workers know where the outside assembly point is located?	U				
Is emergency power adequate for the functioning of the lab?	~				
Does the lab avoid placing electrical devices near water sources?					
Is all wiring in the lab in good condition (e.g. no damaged cords, etc.)?		_			
Does the lab avoid overloading outlets and using extension cords as substitutes for permanent wiring?	•				
Corrective Action:	ala a	11			
Com	plete	d by:			Date:

Chemical Safety and N	Vlanagement
Are precautionary labels present on the containers of all hazardous chemicals that include the chemical name, type of hazard, and what to do if accidental contact occurs?	
Has annual review and evaluation of the effectiveness of the lab's Chemical Hygiene Plan been done?	
Are potentially reactive chemicals stored separately?	
Are all incompatible chemicals appropriately separated during storage to reduce the risk of potential reactivity?  • Are acids and bases stored separately near floor level?  • Are oxidizers separated from organics?  • Are water-reactive separated from water sources?	
If formalin is handled in your lab, has formalin monitoring been done in the past?  Date?	
Was formalin monitoring required and performed in the last year (as the result of a new or change in process or procedure)?  Date?	
Have the lab's chemical fume hood(s) been certified in the past year? Date?	
Are chemical fume hood work surfaces free of clutter?	~
Are chemical storage cabinets well-maintained and free of rust?	
Are appropriate supplies (e.g., spill kits) and instructions for use available in areas where potential spill of chemical hazards exist?	
Are employees aware of how to report major chemical spills appropriately?	
Are all compressed gas tanks secured in an upright position away from any open flames or other sources of heat?	
Is there no more than one extra cylinder of compressed, flammable gas at any one work station?	
Is there plumbed eyewash in every area where hazardous chemicals which may cause skin or eye damage are used (e.g. chemicals that are	

irritating, corrosive, toxic by contact or absorption)?		
Are eyewashes tested and documented on a weekly basis?		
Is there appropriate signage indicating the location of the eyewash?	~	
When decanting or entering an open container of liquid nitrogen, are appropriate gloves and a face shield worn?	~	
Is the storage and use of liquid nitrogen confined to a well-ventilated area?	~	
Are secondary containers (i.e. plastic bottle carriers) available for transporting glass containers (larger than 500 ml) that contain hazardous chemicals?		
Is eating and drinking prohibited in areas in which hazardous chemicals are used?	~	
Is the lab aware of and compliant with the Guidelines for Sink Disposal of Chemical Substances?		
Are chemical waste containers properly labeled (labeled "Waste Name of Chemical" and date waste is first placed in that container)?		
Are proper waste container management practices utilized during storage? (capped, in secondary containment, proper container, not overfilled, no visible contamination on outer container, not stored >90 days after start date)		
for storage of waste? Note: The lab must not reuse reagent containers for storage of waste.		
Are unknown chemicals labeled as "Waste Unknown" and dated, and disposed of within 30 days?	~	
Has the lab reviewed chemicals stored in the lab within the last year to sort out obsolete chemicals that need to be discarded?		
Is Universal Waste (used rechargeable batteries, fluorescent bulbs, or mercury thermometers) stored in the laboratory? If yes, are the containers labeled and dated? If yes, is the lab aware these waste items cannot be stored in the lab longer than one year?		
lead?	V	
Chemical Hygiene Plan (CHP) is available to		

personnel working with hazardous chemicals. Lab specific CHP is current and documented.				V				
Standard Operating Procedure (SOP) documented for particularly hazardous chemicals and/or high-risk procedures.				~				
Chemical inventory is submitted annually.				~				
Chemical containers are labeled with contents, appropriate hazard warnings, and expiration dates.				~				
Time-sensitive chemicals (i.e. peroxide formers) are labeled with date opened and removed as hazard waste when expired.				~				
Chemical storage is well organized and incompatible materials are segregated (oxidizers/flammables, acids/bases).				~				
Hazardous materials/liquids are stored below eye level (not on the floor) and are stored in secondary containers.	11	-5	وليار	~				
Chemicals are stored in compatible containers and cabinets (acids in non-metal cabinets, flammables in approved cabinets, refrigeration).				~				
Chemical containers are kept closed.								
Unnecessary, unused, or outdated materials are removed for hazard waste disposal.					18 			
Flammable liquid storage cabinets are properly labeled, kept closed, and have no materials stored on top of them.				~				
		I a de a al	hou			Date		
Corrective Action:	omp	leted	by:	1 - 1		Date:		
	1		49.00					
Radia	atio	n Sat	ety:					
Are any radioactive substances handled in the lab?				~				
If yes, are all employees aware of safe policies for handling tissues containing radioactive materials?				~				
Is main door is marked with the sign of Radioactive warning?				V				
Are there clear instructions for the use of radioactive materials?				/				2
Is there a safe method of storage?								
Is there a safe method of disposal?								
Are all radioactive substances correctly labeled?								
Are workers health checks, if required, up to date?							4	

		KEE	PING			
Findings identified on previous self-inspections have been corrected and corrections have been documented?						Examination
Administration	ve a	nd N	/lisce	laneous		
Are laboratory safety behaviors consistent with organizational expectations?	-	-			o.	
Are SOPs or safe working rules specific to the laboratory developed and implemented?						
Are staff trained or instructed on the SOPs and lab safety rules?						
Are records kept of personnel trained or instructed, maintenance & servicing, and testing of equipment?		V				
Is the signage on the laboratory door or entrance correct, adequate and up to date?						
Have all current staff/students working in this lab undertaken the specific lab induction.						
Are floors clean, dry, and free from slip/trip hazards?	~					
Is there a procedure on safe Laser usage?				N		
Corrective Action:	Co	mple	ted by	/:	Date:	
Entr	v ar	d F	rite			
Are exits and corridors free from obstruction?			1113		-	
Are exit signs illuminated and clearly visible?						
Are there an adequate number of exits?	_					
Are all exiting doors unlocked?						
Is emergency lighting installed?		~				
People w	vith	Disa	bilitio	95		
Is there access for people with impaired mobility?						
Is there access to disabled toilets within reasonable distance?	/					
Do emergency evacuation procedures include people with disabilities?	Ì	/				
Compresse	d G	as C	vlind	ers		
Gas name/label on shoulder of each cylinder clearly legible?			y.iiid	_		

Are fuel cylinders separated from oxidizing					
cylinders?					
Are cylinders secured by brackets or chains?				-	
Are empty cylinders separate from full cylinders					
& clearly identified?				_	
Are acetylene cylinders that are not in use stored					
outside of building?					
Are all gas cylinders stored in a well ventilated				/	
area?					
Are cylinder valves closed when not in use?				~	
Does testing for gas leaks occur?					
Cylinders properly chained, secured, and clearly labeled with contents. Storage in dry, ventilated, fire-resistant location. Caution signs posted for gas type hazard (flammable, toxic, oxidizer, etc.)				/	
Cylinder caps on reserve cylinders. Empty cylinders labeled and stored separately.					
Incompatible cylinders stored separately (oxygen/flammable 20' or 5' fire wall).				/	
Cylinder equipment (regulator, tubing, etc.) is compatible with gas and in proper working order.				~	
The state of the s		ted l			Date:
Electrical Installa	atio	ns/ E	Electrica	I Safe	ety
Are power leads in good condition, no trip hazards?	-				
Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?					on loging complaint
Are adequate power points available & unobstructed?	-				
Are switches & power points in good condition (no cracks, loose face plates)?		_			
Are double adaptors or piggy back adaptors avoided?	-				
Are circuit breakers & main isolators clearly marked?	-				
Is excessive use of extension cords avoided?	-				
Is temporary wiring avoided?		~			
Have electrical ignition sources been controlled in flammable environments (e.g. intrinsically safe fittings/equipment)?			/		

Are excessive power boards being avoided	1?	-				
Is an appropriate fire extinguisher i.e., CO2 or powder available adjacent to any elect switchboard?	r dry		-			
Equipment does not have frayed or dama wiring.	iged .	_				
Extension cords are not being used as perman wiring.	nent					
Power strips are suitable for the load invol- and are plugged directly into the outlet ( "daisy-chained").	ved (not					
Corrective Action:	Comp	lete	ed by	:		Date:
	-					bate.
Machinery	y and	M	ajor	Equi	pment	
Are operating instructions/safety signs adequate & clear?	ate					
Are safety glasses areas clearly sign posted?						
Are emergency stop switches accessible, red colour?						
Do interlocks on machine guards operate, wi regular testing?						
Are moving parts, belt drives, shafts, fa appropriately guarded?	ins				~	
Are machines & equipment free fro obstruction?						
Is there adequate distance between machines equipment?						
Are all Lasers pointing away from doorways ar corridors?						
Can you hear someone two meters away talkin in a normal voice, while machines/equipment are in use?	ng ts					
Corrective Action:	Co	omp	lete	by:		Date:
	First	- A:	4			
re there trained first aid personnel?	11121	AI				
tre there first aid kits available and adequately tocked for the types of hazards and level of rising chemical burns?	y k	_				
re first aid personnel identifiable?		-				
		-	-			

Emerge	ncy	Proc	edure	s		
Has an evacuation drill taken place in the last 12 months?		-			1.	
Have emergency procedures been established for specific hazardous circumstances including spills?						
Are there suitable spill kits available, stocked and identifiable relevant to the area? i.e. Laboratory Spill Kit, 240L Wheelie Bin						
Are staffs adequately trained to deal with minor spills?						
Are staffs aware of response procedures for minor and major spills?						
Are emergency plans and contact numbers displayed?	_					
Are regular evacuation drills carried out?		~				
Are emergency manifests established for the area and available in an accessible area to emergency staff?		~				
Eye wash/safety shower in good working order covers in place, and pathway unobstructed Eyewash flushed monthly and date is documented. Personnel are aware of the eyewash/shower location and know how to operate the equipment.		~				
A chemical and/or biological spill kit for minor spills is available.						
First aid medication/antidotes are available and within expiration dates. (i.e. calcium gluconate for HF exposure).				V		
Access to electrical breaker panels and emergency shutoff controls is unobstructed with 3' clearance.				~		
Registration is current & emergency contact numbers/location details are posted.	t					Т-Дис
Evacuation routes are posted in common hallways. Personnel know the evacuation procedure, meeting site, and location of nearest fire alarm.	1					
Corrective Action: Co	mple	ted b	y:		Date:	
Gor	neral	Pra	ctice			
Caution signs on the door and equipment for an specific hazards (UV, Laser, Radiation, Biohazard	У				and the little	

noise, high voltage, etc.)				
Food & household products used in chemi hazard area are labeled "not for h consumption" or "lab use only."	cal or uman			
Household appliances (refriger microwaves, blenders, grinders, etc.) are la for "lab use only."	beled			
No evidence of eating, drinking, smo applying cosmetics, or mouth pipetting insid space.	e the			
Entry doors kept closed at all times and lo when unoccupied to maintain security.	ocked	/		
Corrective Action:	Cor	mpleted b	py:	Date:
Engineeri	ng C	ontrols &	& Ventilation	
Chemical fume hood (CFH) not being used chemical or equipment storage. Air foil & baffle unobstructed. Excess equipment mounted to aid in air circulation.	rear			
CFH sash is at or below minimum height (	18")			
when in use and kept closed when not in use				
Access to CFH/LEV is unobstructed.			<u> </u>	
Fume hood inspection certification is cur performed annually by CUSB.				
Local exhaust ventilation (LEV) is in use an good working order (i.e. snorkel, dust collected	or)			
Biological Safety Cabinet (BSC) is certically cleaned/decontaminated, not used with volume chemicals or open flame. Vacuum lines w/fil and disinfectant traps. HEPA filter replacement	atile ters			
Is there enough fresh air, without draughts?				
Is extra ventilation systems provided to rem fumes?	iove			The second second
Are ventilation systems tested annually?				
Corrective Action:	Comp	oleted by:		Date:
Wa	ste N	/lanagen	nent	
Hazardous waste containers are labeled was contents, accumulation start date, a generator.	vith and			
Waste containers are kept closed to prevent gassing discharge.				
Hazardous wastes are removed for dispo	sal			

before the 12-month accumulation limit.				
Secondary containers are used to store waste collection bottles to capture leaks/spil	C. C			
Syringes and other sharps waste are dispose in approved sharps container. Labeled "biohazard" or "non-contaminated" sharps.	and the second			
Needles are not re-capped, bent, or broken are disposed of immediately in approp container.	80			
Biological waste is collected in approved bag disposed of in a timely manner.	and			
Corrective Action:	Comple	ted by:		Date:
E	quipme	nt Safety		
Rotating machinery and high tempera devices have approved safeguards. So switches and emergency stops are working.				
Safety training for hazardous equipmer documented (SOP, training checklist, b system).	GATE CONTRACTOR		_	
Ladders are labeled with the approved was stickers and are inspected before each use.	rning			
Radiation Producing Equipment is regist with CUSB and Nuclear Physics Se (Protection Section).		of .		
Corrective Action:	Comple	ted by:		Date:
		1:1		

#### Checklist Equipment

(For Laboratory Audit)

Check	Quarries	Remarks / Activity
4	Does the laboratory have a clear register of all the equipment present?	Stock Regul
	Does the equipment register contain the following details for each piece of equipment? (tick off)  Identity Label Serial number	
	Manufacturer name Date of purchase Date of putting into service Location Condition Frequency of maintenance Date of previous maintenance Date of next scheduled maintenance Remarks	Stock Regulation
-	Is all critical / major equipment functional?	Yes
J	Has the laboratory identified critical / major needs for specific pieces of equipment that must be present in order for the piece of equipment to function?	Yes
	Is the SOP for Procurement and Reception of Equipment demonstrably authorized by Laboratory Assistant or Technical Assistant?	1/0
D	Are all technical staff members aware of the existence of the SOP and do they know when to use it?	Yes
_	Have all pieces of equipment that have a direct influence on the outcome of course / examinations been validated?	Yes
0	Are all findings of validations (both validation of examination methods and validation of equipment) documented in validation reports?	NO Docar
	Are SOPs present for all pieces of equipment?	Yes
	Has all equipment in the laboratory been labeled?  Does the laboratory have a designated laboratory – in –	Yen
	change and aware about responsibilities?  Does the laboratory have a Maintenance Log Sheet for each piece of equipment that shows what maintenance has been performed at which moment to which piece of equipment?	

specific pieces of equipment where necessary?	11.1
Do staff members know how and when to fill out Usage Log Sheets / log books for each piece of equipment?	Yes
Are the Usage Log Sheets placed near the piece of	40
Are Maintenance Log Sheets of equipment stored orderly in	No Yer
Is the method of maintenance and calibration of equipment	Hotes
to the budget needed for the maintenance and calibration	Yes .
of equipment calculated and documented?  Have funds been identified for annual maintenance and calibration of equipment?	No Controller
- Calibration of equipment in the staff member	No
Is a preventive maintenance program in place for all pieces	No
of equipment?  Does the laboratory demonstrably adhere to this program?	
Does the laboratory demonstration	
	The state of the s
ote:	
Completed by:	Date:

सेवा में, विभागाध्यक्ष, महोदय.

उपरोक्त विषय से आप सभी को अवगत कराने के लिए माननीय अध्यक्ष आईक्यूएसी से निर्देश प्राप्त हुए हैं कि नैक की तैयारी के तहत प्रयोगशालाओं का ऑडिट भी किया जाना चाहिए। इसकी तैयारियों से संबंधित कुछ सुझाव दस्तावेज के रूप में तैयार किए गए हैं। कृपया अपनी तैयारी में अधिक से अधिक संबंधित सुझावों को शामिल करें।

अतः आपसे अनुरोध है कि अपने विभाग की सभी प्रकार की प्रयोगशालाओं की तैयारी यथाशीघ्र दस्तावेजों के सुझावों का

पालन करते हुए समय से पूर्ण करने का कष्ट करें।

एक टीम के अध्यक्ष आपसे यथाशीघ्र संपर्क करेंगे और आपके विभाग से संबंधित प्रयोगशालाओं के ऑडिट की तिथि निर्धारित करेंगे।

सम्बंधित दल को आप से और आप के विभाग से पूर्ण सहयोग की अपेक्षा का विश्वास है।

धन्यवाद।

आपका भवदीय।

वेंकटेश

To,

The Head of Department,

Sir.

In order to make you all aware of the above subject, instructions have been received from Hon'ble Chairman IQAC that as part of the NAAC's preparation, the laboratories should also be audited. Some suggestions related to its preparations have been prepared in the form of documents. Please include as many related suggestions as possible in your preparation.

Therefore, you are requested to complete the preparation of all types of laboratories of your department as soon as possible following the suggestions of the documents and complete them on time. A team head will contact you as soon as possible and schedule an audit of the laboratories

belonging to your department.

The concerned team is confident of expecting full cooperation from you and your department. Thank you.

With best regards,

venktesh

Department Names

1	Department of Life Science	9	Department of Computer Science
2	Department of Environmental Science	10	Department of Mass Communication and Media
3	Department of Bioinformatics	11	Department of Physical Education
4	Department of Geology	12	Department of Commerce and Business Studies
5	Department of Biotechnology	13	Department of Psychological Science
6	Department of Pharmacy	14	Department of Economic Studies and Policies
7	Department of Chemistry	15	Central Instrumentation Facility
8/	Department of Physics	16	Common Computer Lab
-			

# CHEMISTRY / PHYSICS

2

A – Acceptable/Meeting Requirements;

D – Deficient/Not Meeting Requirements; N/O – Not

bserved; N/A – Not Applicable

#### Safety Resources: Are the following readily available in the Laboratory?

Laboratories Safety Policies and Procedures Manual	A	D	N/O	NA	Comments
Health Safety Resources, Policies and Procedures Manual	V				
Standard on Occupational Exposure to Hazardous Chemicals in Laboratories Manual	~				
Chemical Waste Policy Manual	V				
Noise Policy Manual				V	
Chemical Hygiene Plan manual	V				
Current Safety Data Sheets (SDS)		~			
Infection Prevention Manual				~	
Radiation Safety Manual	/				
Disaster Preparedness Manual		V			
Site-specific (Laboratory) Fire Plan Manual	V				
Laborator	y Ho	ouse	keepin	g	
Are passageways unobstructed?	V				
Are floors, walls and ceilings clean and well maintained?	V		=Tm		
Are bench tops, drawers and sinks clean and well maintained?	~	٧.			
Are storage areas well organized and free of clutter?	~				
s shelving stable and not overloaded?	~/				
s shelving stable, free of extraneous material and not too high?	V				
s the workplace free from accumulation of equipment, redundant chemicals, contaminated waste or rubbish?		1	11-25		
Are chemical storage facilities in good condition?	6	V			Inaclequate
Are walkways free of obstruction?	2				
Surfaces appear to be cleaned and decontaminated after work is performed (no chemical residue, dust, biohazards, etc.).	~				
General work space, storage areas, and bench cops appear uncluttered and orderly.	V		inter of		David response a color
No slip, trip, or fall hazards are present. Aisles and exits are free from obstruction	V				
No glass containers are stored on the floor.	V		1		
Frash bags & sharps containers are removed	4		/		

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CHEMISTRY/PHYSIES

3

when full.							
Corrective Action: C	omp	ete	d by:		-	Date:	
General	Safe	etv	Awaren	ess			
Is there general safety awareness orientation of the "New Students and employees conducted?"	f	1			Porc	8tuden	t only
If YES. How frequent?		/			At the	Studen begnir extre	79
	,	1			SCH		
Work	ing E	nv	ironmen	t			1
Is the room temperature comfortable?	v	1				DO TO THE	
Are windows in clean & safe condition?	L	1					
Are blinds fitted to reduce glare or temperature	?					V a trail	
Is lighting adequate in all area?	V						
Is extra lighting provided for close work when needed?	e	-	ā.				
Personal P	rote	cti	ve Fauin	ment			
Is there personal protective equipment available in the laboratory?			ve Equip	ment	Lab Coo	et, mask	and
T/							
Ma	nual	Ha	andling				
Are stepladders or footstools used to reach hig shelves?	h L	1			Availa	ble in f	tragabha
Are heavy & awkward items stored at wais height where possible?	st v	1				0	alle es
Are trolleys or barrows available for movin heavy or large loads?	g	1					
Bio	logic	al	Safety				
Is hand washing sinks available in all areas when		T					
work involving potentially infectious materials i performed?							
Are all sharps disposed of in an approve puncture-resistant container?	d	-				YE I'S	
During transport, are all potentially infectious materials placed in a secondary leak-procedure?	100			~			
Are mechanical devices (i.e. forceps, hemostats dust pans etc.) available and are they used be employees to pick up broken glassware?			~	231	Neode	ed .	1211
Are surfaces on which work involving blood and blood products is performed, routinely wiped down with an approved disinfectant at the end	d			~		91 •)	

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CHEMISTRY / PHYSICS

4

f the procedure or immediately following a pill?					
Are personnel aware of appropriate biological pill procedures?				~	
s regulated medical waste collected in containers that are clearly labeled or color-coded as "bio-hazardous"?				V	
Are all refrigerators and freezers used to store potentially infectious materials labeled with the universal biohazard symbol?			=135	~	
Have all biological safety cabinets been certified n the past year?				~	
Are eating, drinking, applying cosmetics and lip balm, and handling contact lenses prohibited in areas in which there is any risk of exposure to potentially infectious materials?	V				
Is the storage of food and drink prohibited in refrigerators, and other appliances, used to store potentially infectious materials, reagents, or hazardous chemicals?	~		in Mai		
Workspaces (e.g., bench-tops, fume hoods, biosafety cabinets) organized and clean?	~			100	
Flammable liquids (including flammable waste and glacial acetic acid) stored in flammable storage cabinets? (Note: Up to 10 gallons per control area (NOT individual lab) may be stored outside of cabinets.)		8 4	V		
Food and drinks stored and consumed away from toxic materials?					
"Chemical Waste Compliance" poster is posted in the location where hazardous waste is accumulated?			V	1000	STATE OF THE PLAN STATE OF THE PARTY OF THE
Chemical containers and hazardous waste containers are clean, structurally sound, and closed when not in use?			V		
Approval is documented for work requiring additional registration (Animal research with IACUC, rDNA with IBC).				V	
Inventory of Biological Agents is submitted annually to CUSB.				V	
Approved disinfectant is in use and bleach solutions are freshly prepared (within 24 hours).				V	
Are drying facilities available in the lab?				1	
Are there enough toilets for men and women within reasonable distance?	V				
Are toilets & washbasins clean & in working	V	1			

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order?	V. 1000					21.	
Are got & cold (or warm, normal) running wa	0-119-17					140	work tunning
soap and towels (or other cleaning / hand dr	ying	V			1/2	Wa	ter, he shop no
facilities) provided in the toilets?						704	ie, but needed
							The second second second
Corrective Action:	Com	plet	ed b	y:		III.	Date:
C	old I	Roor	m S	afety			
	ease						The second second
mechanism.					~		The second second
Cardboard is not stored in the area.					1		
Asphyxiates and hazardous gases are not use	d in						
cold room, unless adequate ventilation					V		The second state of
	1 15						
present.		-				_	
General housekeeping is observed and the	area				V		
is organized, uncluttered, and sanitary.							
Expired/abandoned samples are not stored.					V		
					V		
Kitch	enet	tes /	/ Te	a Roon	าร		
Are staff & Students warned & supervised	d to						
ensure there is no eating, drinking or smoking	ng in	V		9 5			-
the lab?	(A) A CARLON				1 2 1		
Are rest & eating facilities provided outside	the		V				O- wined
lab?							Required
Is drinking water available?		V					
Are power points & cables a safe distance f	rom						
wet areas?		V					DOVE IN SPEC
Are microwave oven door seals clean	and						
undamaged?	dila				~		and the second
Is a fire blanket provided where electric coo	kore						
are used?	Keis				V		
are useur							
		1.4	- 11	la constant			
Corrective Action:	Con	nplet	ea c	y:			Date:
	1		- 6 -				
		er S	ате	ty			
Laser SOP available to authorized users	and				V		and the second second
training documented.							
Laser controlled areas are posted	with				V		The same of the same of
appropriate caution signs.							
Beam stops are present at the end of all b	eam				V		The second second second
paths and are non-combustible.					-		
Approved safety glasses are available.					V		
			V				10
Corrective Action:	Com	plet	ed b	v:			Date:
			-				

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#### CHEMISTRY / PHYSICS

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Fire	s Sa	fety	r:			
Has each employee participated in at least one fire drill in the past year?		V		m	ock	drill required for its
Are employees familiar with the location of fire extinguishers and pull alarms?	1	a	/	Tr	rine	for required for it
Are all fire alarms visible, unobstructed, and accessible?	V					
Is the fire alarm audible from all parts of the lab?			~	mo	ick o	rill required
Are aisles kept clear and unobstructed at all times?	V					
Are open flames or Bunsen burners used in the lab?	V					
Are all fire extinguishers/equipment suitable, appropriately located, mounted and identified?	V					
Are fire hose reels regularly checked?		V		)	leed	
Are all fire extinguishers regularly checked?		V			Hee	ded
Visually, do the fire sprinklers and/or detector heads appear free from damage?			~			
Sprinkler heads are unobstructed with an 18" clearance below sprinkler heads around entire room.			V			
Fire extinguishers available, appropriate for type of hazard, inspection dates recorded, and unobstructed access with 3-feet clearance.	V					
Fire alarm strobes are visible from all locations.	~					
Are supplies of flammables and combustible liquids reasonable for the lab's needs?	V	-				
Are there fire extinguishers available in areas where flammable and combustible materials are handled and stored?	~		14			
Do all workers know where the outside assembly point is located?	V			m	ock	and required
Is emergency power adequate for the functioning of the lab?	1				4	
Does the lab avoid placing electrical devices near water sources?	V					
Is all wiring in the lab in good condition (e.g. no damaged cords, etc.)?	-					
Does the lab avoid overloading outlets and using extension cords as substitutes for permanent wiring?						
Corrective Action: Cor	nple	eted	bv:			Date:
Corrective Action:	- iprit		~1.			

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CHEMISTRY/PHYSICS

Chemical Safe	ty ar	nd N	lanag	gement		
Are precautionary labels present on the containers of all hazardous chemicals that include the chemical name, type of hazard, and what to do if accidental contact occurs?	V				monneial	available
Has annual review and evaluation of the effectiveness of the lab's Chemical Hygiene Plan been done?		~			Needed	
Are potentially reactive chemicals stored separately?	~					
Are all incompatible chemicals appropriately separated during storage to reduce the risk of potential reactivity?  • Are acids and bases stored separately near floor level?  • Are oxidizers separated from organics?  • Are water-reactive separated from water sources?	V					
If formalin is handled in your lab, has formalin monitoring been done in the past?  Date?				V		
Was formalin monitoring required and performed in the last year (as the result of a new or change in process or procedure)? Date?	1			~		
Have the lab's chemical fume hood(s) been certified in the past year?  Date?				V		
Are chemical fume hood work surfaces free of clutter?		ŝ		V		dingris.
Are chemical storage cabinets well-maintained and free of rust?	-					
Are appropriate supplies (e.g., spill kits) and instructions for use available in areas where potential spill of chemical hazards exist?		V				
Are employees aware of how to report major chemical spills appropriately?	1					48
Are all compressed gas tanks secured in an upright position away from any open flames or other sources of heat?	V				THE THE	
Is there no more than one extra cylinder of compressed, flammable gas at any one work station?	V					
Is there plumbed eyewash in every area where hazardous chemicals which may cause skin or eye damage are used (e.g. chemicals that are	~					

## CHEMISTRY / PAY SICS

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Standard Operating Procedure (SOP) documented for particularly hazardous chemicals					
and/or high-risk procedures.					
Chemical inventory is submitted annually.	~				
Chemical containers are labeled with contents, appropriate hazard warnings, and expiration dates.	V	7.0			
Time-sensitive chemicals (i.e. peroxide formers) are labeled with date opened and removed as hazard waste when expired.	~				
Chemical storage is well organized and incompatible materials are segregated (oxidizers/flammables, acids/bases).	~				
Hazardous materials/liquids are stored below eye level (not on the floor) and are stored in secondary containers.	~				
Chemicals are stored in compatible containers and cabinets (acids in non-metal cabinets, flammables in approved cabinets, refrigeration).					
Chemical containers are kept closed.	~				
Unnecessary, unused, or outdated materials are removed for hazard waste disposal.	~				
Flammable liquid storage cabinets are properly labeled, kept closed, and have no materials stored on top of them.	V				
	omnlo	ted by:		Date:	
Corrective Action:	omple	teu by.		Duter	
Dadi	ntion (	afotu.			
	_	Safety:			
Are any radioactive substances handled in the lab?	15		V		
If yes, are all employees aware of safe policies for handling tissues containing radioactive materials?			~		
Is main door is marked with the sign of Radioactive warning?				arribati i	No. W.
Are there clear instructions for the use of radioactive materials?			V		
Is there a safe method of storage?			V		
Is there a safe method of storage? Is there a safe method of disposal?					
			V		

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indings identified on previous self-inspections have been corrected and corrections have been locumented?				V			
Administrative	an	d M	iscella	neous			
	all	u ivi	iscent	illeous		T	
Are laboratory safety behaviors consistent with organizational expectations?	~						
Are SOPs or safe working rules specific to the aboratory developed and implemented?	V						
Are staff trained or instructed on the SOPs and ab safety rules?	V						
Are records kept of personnel trained or instructed, maintenance & servicing, and testing of equipment?	V	7					
s the signage on the laboratory door or entrance correct, adequate and up to date?			~				
Have all current staff/students working in this lab undertaken the specific lab induction.		V			Nees	led 810	Includition
Are floors clean, dry, and free from slip/trip hazards?	~						
Is there a procedure on safe Laser usage?				V			
Corrective Action:	Co	mple	ted by	:		Date:	
Entr	v ar	nd E	kits				
Are exits and corridors free from obstruction?	V						
Are exit signs illuminated and clearly visible?	~						
Are there an adequate number of exits?	V	-					
Are all exiting doors unlocked?	V						
Is emergency lighting installed?	V						
People v	with	Dis	abiliti	95			
	21611	213	- Nillel		T		
Is there access for people with impaired mobility?	~						
Is there access to disabled toilets within reasonable distance?	1						
Do emergency evacuation procedures include people with disabilities?	1						
Compress	ed	Gas	Cylino	lers	1 2		
Gas name/label on shoulder of each cylinder clearly legible?						19.7	

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Mary Control of the C					
Are fuel cylinders separated from oxidizing cylinders?	~				
Are cylinders secured by brackets or chains?	V				
Are empty cylinders separate from full cylinders & clearly identified?					
Are acetylene cylinders that are not in use stored outside of building?			~		
Are all gas cylinders stored in a well ventilated area?	V				
Are cylinder valves closed when not in use?	~				
Does testing for gas leaks occur?	V				
Cylinders properly chained, secured, and clearly labeled with contents. Storage in dry, ventilated, fire-resistant location. Caution signs posted for gas type hazard (flammable, toxic, oxidizer, etc.)	~				
Cylinder caps on reserve cylinders. Empty cylinders labeled and stored separately.	V				
Incompatible cylinders stored separately (oxygen/flammable 20' or 5' fire wall).	V				1
Cylinder equipment (regulator, tubing, etc.) is compatible with gas and in proper working order.	V				
Corrective Action: Co.		and have	-	Date:	
COTTECTIVE MCCIOII.	mplet	rea by:			
		ted by:	al Safet		
Are power leads in good condition, no trip hazards?			al Safet		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical	tion		al Safet		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in	tion		al Safet		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available &	tion		al Safet		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available & unobstructed?  Are switches & power points in good condition	v		al Safet		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available & unobstructed?  Are switches & power points in good condition (no cracks, loose face plates)?  Are double adaptors or piggy back adaptors	v		al Safet		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available & unobstructed?  Are switches & power points in good condition (no cracks, loose face plates)?  Are double adaptors or piggy back adaptors avoided?  Are circuit breakers & main isolators clearly	v		al Safet		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available & unobstructed?  Are switches & power points in good condition (no cracks, loose face plates)?  Are double adaptors or piggy back adaptors avoided?  Are circuit breakers & main isolators clearly marked?  Is excessive use of extension cords avoided?	v v		al Safet		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available & unobstructed?  Are switches & power points in good condition (no cracks, loose face plates)?  Are double adaptors or piggy back adaptors avoided?  Are circuit breakers & main isolators clearly marked?	v v		al Safet		

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Anso Chland

Are excessive power boards being avoided?	V			9		
Is an appropriate fire extinguisher i.e., CO2 or dry powder available adjacent to any electrical switchboard?	100000					
Equipment does not have frayed or damaged wiring.	V		3			
Extension cords are not being used as permanent wiring.	V					
Power strips are suitable for the load involved and are plugged directly into the outlet (not "daisy-chained").					na li	
Corrective Action: Con	nplet	ted	by			Date:
Machinery a	nd N	Лa	jor	Equip	ment	
Are operating instructions/safety signs adequate & clear?	V	-	4			
Are safety glasses areas clearly sign posted?	V					
Are emergency stop switches accessible, red in colour?		1	-			IIII III III III
Do interlocks on machine guards operate, with regular testing?				~		
Are moving parts, belt drives, shafts, fans appropriately guarded?					~	
Are machines & equipment free from obstruction?	V					
Is there adequate distance between machines & equipment?	V	1				
Are all Lasers pointing away from doorways and corridors?					V	
Can you hear someone two meters away talking in a normal voice, while machines/equipments are in use?	~	-				
Corrective Action:	Co	mp	olet	ed by:		Date:
F	irst	Ai	id			
Are there trained first aid personnel?		-	-			
Are there first aid kits available and adequately stocked for the types of hazards and level of risk i.e. chemical burns?	~				0	-44
Are first aid personnel identifiable?	V	-			V	N-LAU ON
Are mist and personner identifiable?	V					Not in the Dept.

Andrigh

Jagarak by

Elans

Emerge	ency	Pro	cedures	8	
Has an evacuation drill taken place in the last 12 months?	2	V			
Have emergency procedures been established for specific hazardous circumstances including spills?					
Are there suitable spill kits available, stocked and identifiable relevant to the area? i.e. Laborator Spill Kit, 240L Wheelie Bin		V			
Are staffs adequately trained to deal with mino spills?		~	K		The Name
Are staffs aware of response procedures for minor and major spills?		V			
Are emergency plans and contact numbers displayed?	5	~			
Are regular evacuation drills carried out?		v			
Are emergency manifests established for the area and available in an accessible area to emergency staff?					
Eye wash/safety shower in good working order covers in place, and pathway unobstructed Eyewash flushed monthly and date is documented. Personnel are aware of the eyewash/shower location and know how to operate the equipment.		V			Neocles
A chemical and/or biological spill kit for minor spills is available.		V			
First aid medication/antidotes are available and within expiration dates. (i.e. calcium gluconate for HF exposure).			~		
Access to electrical breaker panels and emergency shutoff controls is unobstructed with 3' clearance.					Section 1 section 10 s
Registration is current & emergency contact numbers/location details are posted.		V			E
Evacuation routes are posted in common hallways. Personnel know the evacuation procedure, meeting site, and location of nearest fire alarm.	/				
Corrective Action: Cor	nplet	ted h	v:		Date:
	- price				
Gen	eral	Prac	tice		
Caution signs on the door and equipment for any specific hazards (UV, Laser, Radiation, Biohazard,	1	1			

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Total bish of a line of the second of the se			_				
noise, high voltage, etc.)			-				
Food & household products used in chemical							
hazard area are labeled "not for hum	nan	V		-			
consumption" or "lab use only."							
Household appliances (refrigerate							
microwaves, blenders, grinders, etc.) are labe	led	V			138		
for "lab use only."						7 4 7	MiniCul Tital Kindley
No evidence of eating, drinking, smoki		10			-		
applying cosmetics, or mouth pipetting inside t	the	-					
space.							
Entry doors kept closed at all times and lock	ced	V	1				
when unoccupied to maintain security.							
Corrective Action:	Con	nple	ted l	oy:			Date:
	20		175				
Engineering		ontr	ols	& Vent	ilation		
Chemical fume hood (CFH) not being used							
chemical or equipment storage. Air foil & re				Carrier,			
baffle unobstructed. Excess equipment	is				V		
mounted to aid in air circulation.							
CFH sash is at or below minimum height (1)	8")				V		
when in use and kept closed when not in use.							
Access to CFH/LEV is unobstructed.					~		
Fume hood inspection certification is curre	ent				V		A STATE OF THE STATE OF
performed annually by CUSB.							
Local exhaust ventilation (LEV) is in use and					V		
good working order (i.e. snorkel, dust collector							
Biological Safety Cabinet (BSC) is certified							
cleaned/decontaminated, not used with volat	P 2.2.2.2.2.2.1				1		
chemicals or open flame. Vacuum lines w/filte							
and disinfectant traps. HEPA filter replacement							
Is there enough fresh air, without draughts?		/					
Is extra ventilation systems provided to remo	ove						
fumes?			-				
Are ventilation systems tested annually?			V				
Corrective Action:	Com	plet	ed by	<b>/</b> :		D	ate:
		viar	nage	ment			
Hazardous waste containers are labeled wi							
	nd						
generator.							
Waste containers are kept closed to prevent	off			V			
gassing discharge.							
Hazardous wastes are removed for dispos	sal			~			

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## CHEMISTRY / 1PHYSICS

before the 12-month accumulation limit.			7				
Secondary containers are used to store gla waste collection bottles to capture leaks/spills.	SS	100		~			
Syringes and other sharps waste are disposed in approved sharps container. Labeled "biohazard" or "non-contaminated" sharps.		S.A.		~			
Needles are not re-capped, bent, or broken as are disposed of immediately in appropria container.	20596			V		asy t pull	
Biological waste is collected in approved bag an disposed of in a timely manner.	nd			~			
Corrective Action:	Complet	ted by	:			Date:	
Equ	uipme	nt Sa	fety				
Rotating machinery and high temperatu devices have approved safeguards. Safe switches and emergency stops are working.				V			
Safety training for hazardous equipment documented (SOP, training checklist, bad system).		~	and the		24	eeded	
Ladders are labeled with the approved warni stickers and are inspected before each use.	ng			V			
Radiation Producing Equipment is register with CUSB and Nuclear Physics Secti (Protection Section).				V			

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## Department of Bioinformation

7

A – Acceptable/Meeting Requirements;

D – Deficient/Not Meeting Requirements; N/O – Not

Observed;

N/A – Not Applicable

#### Safety Resources: Are the following readily available in the Laboratory?

Laboratories Safety Policies and	Α	D	N/O	NA	Comments
Procedures Manual					
Health Safety Resources, Policies and Procedures				./	
Manual					
Standard on Occupational Exposure to					
Hazardous Chemicals in Laboratories Manual					
Chemical Waste Policy Manual				/	
Noise Policy Manual				~	
Chemical Hygiene Plan manual	χ =			~	
Current Safety Data Sheets (SDS)					4.
Infection Prevention Manual					
Radiation Safety Manual				/	
Disaster Preparedness Manual		<b>~</b>			
Site-specific (Laboratory) Fire Plan Manual	5	<b>√</b>			
Laboratory	/ Ho	use	keepin	g	
Are passageways unobstructed?	<b>√</b>				
Are floors, walls and ceilings clean and well	/				
maintained?	•				
Are bench tops, drawers and sinks clean and well				/	
maintained?					,
Are storage areas well organized and free of					
clutter?					
s shelving stable and not overloaded?	/				
s shelving stable, free of extraneous material	$\checkmark$				
and not too high?		_			
s the workplace free from accumulation of	1				
quipment, redundant chemicals, contaminated					
vaste or rubbish?		_			
are chemical storage facilities in good condition?	_				
re walkways free of obstruction?	4	-			
urfaces appear to be cleaned and					
econtaminated after work is performed (no					
hemical residue, dust, biohazards, etc.). eneral work space, storage areas, and bench	-	+			
ops appear uncluttered and orderly.					
o slip, trip, or fall hazards are present. Aisles		-			
nd exits are free from obstruction					
o glass containers are stored on the floor.		+			
rash bags & sharps containers are removed	1	-			

when full.											
		lad b			Date:						
Corrective Action: Co	mplet	lea b	у.		54.6.						
General	Safet	γAν	varenes	SS							
Is there general safety awareness orientation of			^								
the "New Students and employees conducted?											
If YES.											
How frequent?											
,		<u> </u>		,							
Workii	ng En	viro	nment		,						
Is the room temperature comfortable?	+-	<b>—</b>			,						
Are windows in clean & safe condition?											
Are blinds fitted to reduce glare or temperature?	~	-									
Is lighting adequate in all area?											
Is extra lighting provided for close work where	9			/							
needed?	-										
Personal Protective Equipment											
Is there personal protective equipment available			Equip								
in the laboratory?				/							
iii the laboratory:											
Mar	ual I	land	lling								
Are stepladders or footstools used to reach high											
shelves?											
Are heavy & awkward items stored at wais	t										
height where possible?											
Are trolleys or barrows available for moving	3										
heavy or large loads?		_									
	<u> </u>		• •	NI Arm	100 Jesus 100						
		ıı Sa	rety C	100	Apphrecible						
Are hand washing sinks available in all areas		,									
where work involving potentially infectious	5				d						
materials is performed?  Are all sharps disposed of in an approved				.,	1						
puncture-resistant container?	•				/						
During transport, are all potentially infectious											
materials placed in a secondary leak-proof	- 1										
container?											
Are mechanical devices (i.e. forceps, hemostats	,										
dust pans etc.) available and are they used by											
employees to pick up broken glassware?											
Are surfaces on which work involving blood and		N.									
blood products is performed, routinely wiped			,								
down with an approved disinfectant at the end											

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•					
of the procedure or immediately following a	T				
spill?					1
Are personnel aware of appropriate biological				1	
spill procedures?					
Is regulated medical waste collected in	+	-		-	
containers that are clearly labeled or color-coded	1				
as "bio-hazardous"?					
Are all refrigerators and freezers used to store	-	+	-	-	
potentially infectious materials labeled with the					
universal biohazard symbol?		-		_	
Have all biological safety cabinets been certified					
in the past year?	-	-			
Are eating, drinking, applying cosmetics and lip					
balm, and handling contact lenses prohibited in				27	
areas in which there is any risk of exposure to					
potentially infectious materials?					
Is the storage of food and drink prohibited in	1				
refrigerators, and other appliances, used to store					
potentially infectious materials, reagents, or					
hazardous chemicals?					
Workspaces (e.g., bench-tops, fume hoods, bio-		(6)			
safety cabinets) organized and clean?					/
Flammable liquids (including flammable waste					
and glacial acetic acid) stored in flammable				/	
storage cabinets? (Note: Up to 10 gallons per				/	
control area (NOT individual lab) may be stored				/	
outside of cabinets.)				/	·
Food and drinks stored and consumed away				/	
from toxic materials?				//	
"Chemical Waste Compliance" poster is posted in	>			/	
the location where hazardous waste is		•		/	
accumulated?			/		
Chemical containers and hazardous waste			<del> </del>		
containers are clean, structurally sound, and					
closed when not in use?					
Approval is documented for work requiring					
additional registration (Animal research with					'
IACUC, rDNA with IBC).					
				-	
Inventory of Biological Agents is submitted					
annually to CUSB.					
Approved disinfectant is in use and bleach			1		
solutions are freshly prepared (within 24 hours).					
Are drying facilities available in the lab?					
Are there enough toilets for men and women					
within reasonable distance?					
Are toilets & washbasins clean & in working					

13/1

Mint sheet

order?				•
Are got & cold (or warm, normal) running w				
soap and towels (or other cleaning / hand de	rying			
facilities) provided in the toilets?			,	
Corrective Action:	Comple	ted by:		Date:
C	old Roo	m Safety	(mp	
	ease			
mechanism.				
Cardboard is not stored in the area.				
Asphyxiates and hazardous gases are not use	ed in			
cold room, unless adequate ventilation	I .			
present.				
General housekeeping is observed and the	area			
is organized, uncluttered, and sanitary.				
Expired/abandoned samples are not stored.				
		,		_
Kitch	enettes	/ Tea Roon	ns (M	( <del>/</del> )
Are staff & Students warned & supervise	d to			/
ensure there is no eating, drinking or smokir				
the lab?				
Are rest & eating facilities provided outside	the			
lab?				
Is drinking water available?				
Are power points & cables a safe distance f	rom		/-	
wet areas?				
Are microwave oven door seals clean	and			
undamaged?				•
Is a fire blanket provided where electric coo	kers			
are used?				
C				
Corrective Action:	Comple	ted by:		Date:
			(	A \
	Laser S	Safety	(h)	A) /
Laser SOP available to authorized users	and			
training documented.				
•	with			
appropriate caution signs.				
Beam stops are present at the end of all be paths and are non-combustible.	eam			
Approved safety glasses are available.				
Approved safety glasses are available.		4		
Course ative Actions	Committee			
Corrective Action:	Complet	ted by:		Date:

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F Hospital F	ire S	afet	y:				1	
Has each employee participated in at least one	ا دِ		4					
fire drill in the past year?								
Are employees familiar with the location of fire	اد			^				
extinguishers and pull alarms?			-					
Are all fire alarms visible, unobstructed, and	1	/	~					
accessible?		~						
Is the fire alarm audible from all parts of the lab?			/					
Are aisles kept clear and unobstructed at all		^						
times?	~							
Are open flames or Bunsen burners used in the					^			
lab?								
Are all fire extinguishers/equipment suitable,		/						
appropriately located, mounted and identified?		~						
Are fire hose reels regularly checked?		/						
Are all fire extinguishers regularly checked?		/			+			
Visually, do the fire sprinklers and/or detector		^						
heads appear free from damage?		$\checkmark$						
Sprinkler heads are unobstructed with an 18"					-			
clearance below sprinkler heads around entire								
room.								
Fire extinguishers available, appropriate for type					-			
of hazard, inspection dates recorded, and	-	$\checkmark$						
unobstructed access with 3-feet clearance.					-			
Fire alarm strobes are visible from all locations.			/					
Are supplies of flammables and combustible								
liquids reasonable for the lab's needs?								
Are there fire extinguishers available in areas								
where flammable and combustible materials are			/	V	•			
handled and stored?								
Do all workers know where the outside assembly								
point is located?								
ls emergency power adequate for the								
functioning of the lab?			<b>~</b>					
Does the lab avoid placing electrical devices near				_				
water sources?				<b>/</b>				
s all wiring in the lab in good condition (e.g. no								
damaged cords, etc.)?		•						
Does the lab avoid overloading outlets and using								
extension cords as substitutes for permanent								
viring?								
	_	+						
	+	-						
orrective Action: Compl	eted	bv.	,					
		~ 7.				Date:		

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						_
Chemical Sa	fety	and	N k	lanag	emen	t (ruk)
Are precautionary labels present on th	e		T			
containers of all hazardous chemicals that	it *					
include the chemical name, type of hazard, an	d					1
what to do if accidental contact occurs?						
Has annual review and evaluation of th	e					
effectiveness of the lab's Chemical Hygiene Plan	n		1			
been done?						
Are potentially reactive chemicals stored	b					
separately?						/
Are all incompatible chemicals appropriately	/					
separated during storage to reduce the risk o	f					
potential reactivity?						
<ul> <li>Are acids and bases stored separately</li> </ul>	,					
near floor level?						/
<ul> <li>Are oxidizers separated from organics?</li> </ul>						<b>/</b>
<ul> <li>Are water-reactive separated from water</li> </ul>	-				/	
sources?					/	
If formalin is handled in your lab, has formalin						
monitoring been done in the past?						
Date?						
Was formalin monitoring required and					<del>                                     </del>	
performed in the last year (as the result of a new						
or change in process or procedure)?					/	
Date?					/	
Have the lab's chemical fume hood(s) been						
certified in the past year?				/		
Date?						
Are chemical fume hood work surfaces free of						
clutter?						
Are chemical storage cabinets well-maintained						
and free of rust?						
Are appropriate supplies (e.g., spill kits) and						
instructions for use available in areas where						
potential spill of chemical hazards exist?						
Are employees aware of how to report major chemical spills appropriately?						
Are all compressed gas tanks secured in an						
upright position away from any open flames or	<i>2</i>					
other sources of heat?						
Is there no more than one extra cylinder of		$-\parallel$				
compressed, flammable gas at any one work						
station?						
Is there plumbed eyewash in every area where	-	1				
hazardous chemicals which may cause skin or						
eye damage are used (e.g. chemicals that are						
, 5 sections that are						

Sheet

irritating, corrosive, toxic by contact or absorption)?				1
Are eyewashes tested and documented on a weekly basis?				
Is there appropriate signage indicating the				
location of the eyewash?				
When decanting or entering an open container				
of liquid nitrogen, are appropriate gloves and a face shield worn?				
Is the storage and use of liquid nitrogen confined				
to a well-ventilated area?				
Are secondary containers (i.e. plastic bottle				
carriers) available for transporting glass				
containers (larger than 500 ml) that contain				
hazardous chemicals?				
Is eating and drinking prohibited in areas in				
which hazardous chemicals are used?				/
Is the lab aware of and compliant with the				
Guidelines for Sink Disposal of Chemical				
Substances?				
Are chemical waste containers properly labeled				
(labeled "Waste Name of Chemical" and date				
waste is first placed in that container)?				
Are proper waste container management				
practices utilized during storage? (capped, in			/	
secondary containment, proper container, not				
overfilled, no visible contamination on outer		/		
container, not stored >90 days after start date)				
Is the lab using only designated waste containers		/		
for storage of waste? Note: The lab must not		/		
reuse reagent containers for storage of waste.				
Are unknown chemicals labeled as "Waste		/		
Unknown" and dated, and disposed of within 30				
days?				
Has the lab reviewed chemicals stored in the lab		/		
within the last year to sort out obsolete		/		
chemicals that need to be discarded?				
Is Universal Waste (used rechargeable batteries,				
fluorescent bulbs, or mercury thermometers)				
stored in the laboratory?				
If yes, are the containers labeled and dated?				
If yes, is the lab aware these waste items cannot				
be stored in the lab longer than one year?				
Is the lab using autoclave tape that contains lead?		-		
Chemical Hygiene Plan (CHP) is available to				
chemical hygiene rian (CHP) is available to				

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personnel working with hazardous chemical	S.							
Lab specific CHP is current and documented.	<u></u>	-				Kerista and the state of the st		
Standard Operating Procedure (SO	'							
documented for particularly hazardous chemica	IS							
and/or high-risk procedures.	_	-		-	<del>                                     </del>			
Chemical inventory is submitted annually.		-			+			
Chemical containers are labeled with content	· 1							
appropriate hazard warnings, and expiration dates.	n							
Time-sensitive chemicals (i.e. peroxide former	s)				/			
are labeled with date opened and removed a	15				Λ			
hazard waste when expired.								
Chemical storage is well organized an	d			/				
incompatible materials are segregate	d							
(oxidizers/flammables, acids/bases).								
Hazardous materials/liquids are stored below	N							
eye level (not on the floor) and are stored i	n							
secondary containers.				<u> </u>				
Chemicals are stored in compatible container		32		/				
and cabinets (acids in non-metal cabinets	5,							
flammables in approved cabinets, refrigeration).								
Chemical containers are kept closed.								
Unnecessary, unused, or outdated materials are	e							
removed for hazard waste disposal.								
Flammable liquid storage cabinets are properly	У			0				
labeled, kept closed, and have no material	s				=			
stored on top of them.			(				 	
Corrective Action:	Comp	leted	l by:			Date:		
		لِــا						
	iation	Sat	ety:	Bit	<i>Y)</i>		 	
Are any radioactive substances handled in the	اد					,		
lab?					/			
If yes, are all employees aware of safe policies	1 1				/			
for handling tissues containing radioactive	:		1					
materials?								
Is main door is marked with the sign of								
Radioactive warning?				/	/	,		
Are there clear instructions for the use of	:							
radioactive materials?				-/-				
Is there a safe method of storage?	$\perp$							
Is there a safe method of disposal?	$\perp$		/	/				
Are all radioactive substances correctly labeled?			/					
Are workers health checks, if required, up to								
date?								

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,	_							
RFC	OR	DKE	EPING					
Findings identified on previous self-inspection	c		EPING					
have been corrected and corrections have been	n		$\nearrow$					
documented?								
Administrati	ve a	and	Miscel	laneo	us			
Are laboratory safety behaviors consistent with	1							
organizational expectations?		~						
Are SOPs or safe working rules specific to the laboratory developed and implemented?	~	1.						
Are staff trained or instructed on the SOPs and lab safety rules?								
Are records kept of personnel trained or							+	
instructed, maintenance & servicing, and testing								
of equipment?	$\perp$							
Is the signage on the laboratory door or entrance correct, adequate and up to date?								
Have all current staff/students working in this lab	1							
undertaken the specific lab induction.	/							
Are floors clean, dry, and free from slip/trip		_		-	-			
hazards?								
Is there a procedure on safe Laser usage?					4			
				-		•	+	
Corrective Action:	Co	mple	eted by:			Date:		
Arg suite and a side of the first	y ar	nd E	xits			•		
Are exits and corridors free from obstruction?	/							
Are exit signs illuminated and clearly visible?  Are there an adequate number of exits?	1	<b>/</b>						
Are all exiting doors unlocked?								
s emergency lighting installed?								
g , ggcuircu.		<b>~</b>		-				
People w	ith	Dica	hilitio					
s there access for people with impaired	1	Disa	billues	· 				
nobility?	<b>✓</b>							
there access to disabled toilets within	-							
easonable distance?								
o emergency evacuation procedures include			./					
eople with disabilities?			~					
	$\perp$							
Compressed	d G	as C	ylinder	`S	MX	4)		
as name/label on shoulder of each cylinder early legible?								
carry regione:								

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									1
Are fuel cylinders separated from oxidicylinders?	izing	3						/	
Are cylinders secured by brackets or chains?		1							
Are empty cylinders separate from full cylind & clearly identified?	ders	۵							
Are acetylene cylinders that are not in use sto outside of building?	ored						/		
Are all gas cylinders stored in a well ventila area?	ited								
Are cylinder valves closed when not in use?		-	+						
Does testing for gas leaks occur?			1			/	/		,
Cylinders properly chained, secured, and cle	arly		T						
labeled with contents. Storage in dry, ventilate	-	1	1						
fire-resistant location. Caution signs posted	for				ļ				
gas type hazard (flammable, toxic, oxidizer, et	c.)								
Cylinder caps on reserve cylinders. Em	pty								
cylinders labeled and stored separately.									
Incompatible cylinders stored separate (oxygen/flammable 20' or 5' fire wall).	tely								
Cylinder equipment (regulator, tubing, etc.)	\ ic	-	-	/	+				
compatible with gas and in proper work			/		- 1				
order.	8								
order.				<u> </u>	_				
Corrective Action:	Coi	nple	ted	bv:				Date:	
Electrical Inst					ical	Safe			
Are power leads in good condition, no t			^				-,		
hazards?		~	,		_				
Is in-service inspection, testing & tagging			¥	_ ا					
portable electrical equipment done	in			/					
accordance with the procedure for Electric	cal	1							
Equipment Inspection and Testing?	_			4	+				
, , , , , , , , , , , , , , , , , , , ,	&		$\checkmark$						
unobstructed?					+				
Are switches & power points in good condition	on		/						
(no cracks, loose face plates)?		_			+				
Are double adaptors or piggy back adapto avoided?									
Are circuit breakers & main isolators clear marked?	·ly			<b>√</b>					
s excessive use of extension cords avoided?	,		_						
s temporary wiring avoided?			/						
Have electrical ignition sources been controlle				,					
n flammable environments (e.g. intrinsically saf				_/					,
ittings/equipment)?				-					

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		_	-				
Are excessive power boards being avoided?	<b>/</b>						
Is an appropriate fire extinguisher i.e., CO2 or d	Iry						
powder available adjacent to any electric		<b>-</b>	1	1 1			
switchboard?							
Equipment does not have frayed or damage	ed	<b>/</b>					
wiring.							
Extension cords are not being used as permane	nt 🖊	1					
wiring.							
Power strips are suitable for the load involve		$\downarrow$					
and are plugged directly into the outlet (n	ot 🗸						
"daisy-chained").					1	, a	
4	٠.	١	L			Data	
Corrective Action:	omple	ted b	y:			Date:	
					•	1	
Machinery	and N	<i>l</i> lajo	r Equip	ment			, i
Are operating instructions/safety signs adequa	ite						
& clear?				\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \	1		
Are safety glasses areas clearly sign posted?							
Are emergency stop switches accessible, red	in				•		
colour?				ļ ·	· · · · · ·		
Do interlocks on machine guards operate, wi	th				,		
regular testing?					•	W. C. W. L.	
Are moving parts, belt drives, shafts, fa	ns			<b>/</b>			
appropriately guarded?	_	+					
Are machines & equipment free fro	om /	'					
obstruction?	0	<u></u>					
Is there adequate distance between machines	<sup>a</sup> /						
equipment?	od	+-					
Are all Lasers pointing away from doorways a	lu						
corridors?  Can you hear someone two meters away talking	ng						=
in a normal voice, while machines/equipmen	its /	1					
are in use?	,,,			1			
are in use:							2.1
Corrective Action:	Co	mple	ted by:		D	ate:	
CONTROL							
	First	Aid	A				
Are there trained first aid personnel?		/		* * *		u	
Are there first aid kits available and adequate	ely	/					
stocked for the types of hazards and level of ri	sk	~					
i.e. chemical burns?	-	/					
Are first aid personnel identifiable?	į ē	<b>/</b>					

PPS

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Fme	rgency	Proc	edures			
The contract of the contract o		1100	- Cuul Co	T		_
Has an evacuation drill taken place in the las months?	st 12				,	
Have emergency procedures been establis for specific hazardous circumstances inclu spills?						
Are there suitable spill kits available, stocked identifiable relevant to the area? i.e. Labora Spill Kit, 240L Wheelie Bin	1			~	7	
Are staffs adequately trained to deal with m spills?	inor					
Are staffs aware of response procedures minor and major spills?	for			·/		
Are emergency plans and contact number displayed?	bers	<b>~</b>				
Are regular evacuation drills carried out?		~				
Are emergency manifests established for area and available in an accessible area emergency staff?						
Eye wash/safety shower in good working or covers in place, and pathway unobstruc Eyewash flushed monthly and date documented. Personnel are aware of eyewash/shower location and know how operate the equipment.	is the					
A chemical and/or biological spill kit for mispills is available.	inor	· .				
First aid medication/antidotes are available within expiration dates. (i.e. calcium glucor for HF exposure).		~				
Access to electrical breaker panels emergency shutoff controls is unobstructed v 3' clearance.	and vith				·	
Registration is current & emergency continumbers/location details are posted.	tact	<b>/</b>	1			
Evacuation routes are posted in command hallways. Personnel know the evacuate procedure, meeting site, and location of near fire alarm.	tion		<b>/</b>			
Corrective Action:	Comple	ted by	/:		Date:	
						_
G	eneral	Pract	tice			-
Caution signs on the door and equipment for specific hazards (UV, Laser, Radiation, Biohaza				/		

PS Ment Aberl

noise, high voltage, etc.)								·
Food & household products used in chemic	al or					1		
hazard area are labeled "not for hu	man			74	~			
consumption" or "lab use only."								
Household appliances (refrigera	tors,							
microwaves, blenders, grinders, etc.) are lab								
for "lab use only."						2		
No evidence of eating, drinking, smol	king,				/			
applying cosmetics, or mouth pipetting inside	_	./	1					
space.		~						
Entry doors kept closed at all times and loo	ked		/					
when unoccupied to maintain security.	J. Cu	<b>V</b>						
when undecapied to maintain security.			<del> </del>			+		
Corrective Action:	Con	nnle	ted	bv:			Date:	
Corrective Action.	COII	ipic	···	<del></del>				
Engineerir	e Co	ntr	ols	& Vent	ilation	1		
Chemical fume hood (CFH) not being used			T.			<u>.</u>		
chemical or equipment storage. Air foil &					/	1		
baffle unobstructed. Excess equipment								
mounted to aid in air circulation.	13							
CFH sash is at or below minimum height (2	۱۵"۱				1			
	10 )				V			
when in use and kept closed when not in use.					1,	,		
Access to CFH/LEV is unobstructed.	ont.					-		
Fume hood inspection certification is curr	ent				~	1		
performed annually by CUSB.	ا جا: ا					1		
Local exhaust ventilation (LEV) is in use and	1		1000		V			
good working order (i.e. snorkel, dust collecto			_					
Biological Safety Cabinet (BSC) is certifi				/				
cleaned/decontaminated, not used with vola	- 1							
chemicals or open flame. Vacuum lines w/filt								
and disinfectant traps. HEPA filter replacemen	τ.							
Is there enough fresh air, without draughts?	-	_				^		
Is extra ventilation systems provided to remo	ove				~			
fumes?								
Are ventilation systems tested annually?					~			
		1-4	-1.1-				D-1	
Corrective Action:	Comp	iete	ed by	<b>':</b>			Date:	
NA/-	- N	7			fun	)		
		ian	age	ment	( soll)		,	
Hazardous waste containers are labeled w								
,	nd			-				
generator.		_						
Waste containers are kept closed to prevent	otf						•	
gassing discharge.		_	/					
Illiana I and a state of the st	!		-	1				

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Ment Sheet

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and						
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	-					
Comple	eted b	IV:			Date:	
		7.			Dutc.	
auipme	nt Sa	afety (	AIN	_)		- 1
quipme	ent Sa	afety	Emg	)		
ture	ent Sa	afety	EMY	)		
<b>quipme</b> ture afety	ent Sa	afety	EMY	)		
ture afety	ent Sa	afety	my	)		
ture afety t is	ent Sa	afety	my	)		
ture afety	ent Sa	afety	FM9			
ture afety t is adge	ent Sa	afety	mg	)		
ture afety t is	ent Sa	afety	mg	)		
t is adge	ent Sa	afety	rwy	)		
ture afety t is adge	ent Sa	afety	<b>EN</b>	-)		
t is adge ning	ent Sa	afety	rwy	-)		
t is adge ning	ent Sa	afety	rw9	-)		
t is adge ning			<b>FM</b>	-)	Date:	
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Note:

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## **Checklist Equipment**

## (For Laboratory Audit)

Check	Quarries	Remarks / Activity
	Does the laboratory have a clear register of all the	Yes ( Dearmon
	equipment present?	, , - ,
	Does the equipment register contain the following details	
	for each piece of equipment? (tick off)	
	, , , , , , , , , , , , , , , , , , ,	
	Identity	
	Label	
	Serial number	yes.
	Manufacturer name	
	Date of purchase	
	Date of putting into service	
	Location	
	Condition	
	Frequency of maintenance	
	Date of previous maintenance	
	Date of next scheduled maintenance	
	Remarks	
	Is all critical / major equipment functional?	190 1 20
_		HUE under meintener
	Has the laboratory identified critical / major needs for	110
	specific pieces of equipment that must be present in order	MA
	for the piece of equipment to function?	
	Is the SOP for Procurement and Reception of Equipment	
-	demonstrably authorized by Laboratory Assistant or	MA
	Technical Assistant?	Est of a continue
-	Are all technical staff members aware of the existence of	A 140
	the SOP and do they know when to use it?	MA
	Have all pieces of equipment that have a direct influence on	VII.X
1	the outcome of course / examinations been validated?	
	Are all findings of validations (both validation of	A .
-	examination methods and validation of equipment)	out
	documented in validation reports?	
	Are SOPs present for all pieces of equipment?	MA
-	Use all coviement in the lebest and the LL LL L	
	Has all equipment in the laboratory been labeled?	nes
	Does the laboratory have a designated laboratory – in –	NO
_   (	change and aware about responsibilities?	
	Does the laboratory have a Maintenance Log Sheet for each	
_   t	piece of equipment that shows what maintenance has been	yes (in comme for all
1 '	performed at which moment to which piece of equipment?	

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Man Sheet

	Does the laboratory use log sheets to record usage of specific pieces of equipment where necessary?	NA
	Do staff members know how and when to fill out Usage Log	ALM
	Sheets / log books for each piece of equipment?  Are the Usage Log Sheets placed near the piece of equipment they have been developed for?	NUX
	Are Maintenance Log Sheets of equipment stored orderly in the Equipment Archive?	
	Is the method of maintenance and calibration of equipment documented?	OLA
	Is the budget needed for the maintenance and calibration of equipment calculated and documented?	MA
	Have funds been identified for annual maintenance and calibration of equipment?	Through Ame
	Have funds been identified for training of a staff member for internal maintenance and calibration of equipment?	HO
	Is a preventive maintenance program in place for all pieces of equipment?	yes.
	Does the laboratory demonstrably adhere to this program?	NA
Note	Additional computers are required or as we are not able to fulfi	
	requirement of existing strength Addition of students though el	
7		CECCIONES
	wither worsen the situation.	0 1 0 0 0 0 1
	are evential toy computer	Cos, reputerment
0.	fold non-working ACS are re	grained with
	new Ks.	•
	V a of ton	24/6/2012
Corre	ctive Action: Completed by:	Date:

17/6/20 22

सेवा में, विभागाध्यक्ष,

महोदय.

उपरोक्त विषय से आप सभी को अवगत कराने के लिए माननीय अध्यक्ष आईक्यूएसी से निर्देश प्राप्त हुए हैं कि नैक की तैयारी के तहत प्रयोगशालाओं का ऑडिट भी किया जाना चाहिए। इसकी तैयारियों से संबंधित कुछ सुझाव दस्तावेज के रूप में तैयार किए गए हैं। कृपया अपनी तैयारी में अधिक से अधिक संबंधित सुझावों को शामिल करें।

अतः आपसे अनुरोध है कि अपने विभाग की सभी प्रकार की प्रयोगशालाओं की तैयारी यथाशीघ्र दस्तावेजों के सुझावों का

पालन करते हुए समय से पूर्ण करने का कष्ट करें।

एक टीम के अध्यक्ष आपसे यथाशीघ्र संपर्क करेंगे और आपके विभाग से संबंधित प्रयोगशालाओं के ऑडिट की तिथि निर्धारित करेंगे।

सम्बंधित दल को आप से और आप के विभाग से पूर्ण सहयोग की अपेक्षा का विश्वास है।

धन्यवाद।

आपका भवदीय।

वेंकटेश

To.

The Head of Department,

Sir

In order to make you all aware of the above subject, instructions have been received from Hon'ble Chairman IQAC that as part of the NAAC's preparation, the laboratories should also be audited. Some suggestions related to its preparations have been prepared in the form of documents. Please include as many related suggestions as possible in your preparation.

Therefore, you are requested to complete the preparation of all types of laboratories of your department as soon as possible following the suggestions of the documents and complete them on time. A team head will contact you as soon as possible and schedule an audit of the laboratories

belonging to your department.

The concerned team is confident of expecting full cooperation from you and your department. Thank you.

With best regards,

venktesh

Department Names

	Jul 1111	ent idanies
Department of Life Science	9	Department of Computer Science
Department of Environmental Science	10	Department of Mass Communication and Media
Department of Bioinformatics	11	Department of Physical Education
Department of Geology	12	Department of Commerce and Business Studies
Department of Biotechnology	13	Department of Psychological Science
Department of Pharmacy	14	Department of Economic Studies and Policies
Department of Chemistry	15	Central Instrumentation Facility
Department of Physics	16	Common Computer Lab
	Department of Life Science  Department of Environmental Science  Department of Bioinformatics  Department of Geology  Department of Biotechnology  Department of Pharmacy  Department of Chemistry	Department of Life Science 9  Department of Environmental Science 10  Department of Bioinformatics 11  Department of Geology 12  Department of Biotechnology 13  Department of Pharmacy 14  Department of Chemistry 15

A – Acceptable/Meeting Requirements;

D – Deficient/Not Meeting Requirements; N/O – Not

Observed;

N/A - Not Applicable

## Safety Resources: Are the following readily available in the Laboratory?

Laboratories Safety Policies and Procedures Manual	Α	D	N/O	NA	Comments
Health Safety Resources, Policies and Procedures Manual				/	
Standard on Occupational Exposure to Hazardous Chemicals in Laboratories Manual				/	
Chemical Waste Policy Manual				~	
Noise Policy Manual				/	
Chemical Hygiene Plan manual					
Current Safety Data Sheets (SDS)				/	
Infection Prevention Manual				~	
Radiation Safety Manual				~	
Disaster Preparedness Manual				/	
Site-specific (Laboratory) Fire Plan Manual				~	
Laborator	уН	ous	ekeepir	ng	
Are passageways unobstructed?	/				
Are floors, walls and ceilings clean and well maintained?	<b>V</b>				
Are bench tops, drawers and sinks clean and well maintained?	V				
Are storage areas well organized and free of clutter?	V				
Is shelving stable and not overloaded?	/				
Is shelving stable, free of extraneous material and not too high?	1				
Is the workplace free from accumulation of equipment, redundant chemicals, contaminated waste or rubbish?	/				
Are chemical storage facilities in good condition?				~	
Are walkways free of obstruction?	V				
Surfaces appear to be cleaned and decontaminated after work is performed (no chemical residue, dust, biohazards, etc.).	~			~	
General work space, storage areas, and bench tops appear uncluttered and orderly.	~	1			
No slip, trip, or fall hazards are present. Aisles and exits are free from obstruction	~				*
No glass containers are stored on the floor.				/	
Trash bags & sharps containers are removed				/	

when full.					
Corrective Action: Cor	nple	ted by:		Date:	
General S	afet	y Aware	ness		
Is there general safety awareness orientation of the "New Students and employees conducted?	~				
If YES.	1				
How frequent?	1				
Workin	g Fn	vironme	nt		
Is the room temperature comfortable?	-	VIIOIIIIC	116		
Are windows in clean & safe condition?		,			
Are blinds fitted to reduce glare or temperature?	1				
Is lighting adequate in all area?	V				
Is extra lighting provided for close work where needed?	/				
Personal Pro	nter	tive Equi	nmont		
Is there personal protective equipment available	rec	tive Equi	pment		
in the laboratory?					
Many	ual I	landin.			
Are stepladders or footstools used to reach high	uai r	Handling			
shelves?			~		
Are heavy & awkward items stored at waist height where possible?			~		
Are trolleys or barrows available for moving heavy or large loads?			~		
81.1					
	gica	I Safety	(MA)		
Is hand washing sinks available in all areas where work involving potentially infectious materials is performed?			~		
Are all sharps disposed of in an approved puncture-resistant container?					
During transport, are all potentially infectious materials placed in a secondary leak-proof container?	-				-
Are mechanical devices (i.e. forceps, hemostats, dust pans etc.) available and are they used by employees to pick up broken glassware?					
Are surfaces on which work involving blood and blood products is performed, routinely wiped down with an approved disinfectant at the end				1111	

of the procedure or immediately following a					
spill?					
Are personnel aware of appropriate biological spill procedures?					
Is regulated medical waste collected in containers that are clearly labeled or color-coded as "bio-hazardous"?	V				
Are all refrigerators and freezers used to store potentially infectious materials labeled with the universal biohazard symbol?	l				
Have all biological safety cabinets been certified in the past year?					
Are eating, drinking, applying cosmetics and lip balm, and handling contact lenses prohibited in areas in which there is any risk of exposure to potentially infectious materials?	No.				
Is the storage of food and drink prohibited in refrigerators, and other appliances, used to store potentially infectious materials, reagents, or hazardous chemicals?					
Workspaces (e.g., bench-tops, fume hoods, bio- safety cabinets) organized and clean?					
Flammable liquids (including flammable waste and glacial acetic acid) stored in flammable storage cabinets? (Note: Up to 10 gallons per control area (NOT individual lab) may be stored outside of cabinets.)				13	
Food and drinks stored and consumed away from toxic materials?					
"Chemical Waste Compliance" poster is posted in the location where hazardous waste is accumulated?					
Chemical containers and hazardous waste containers are clean, structurally sound, and closed when not in use?					
Approval is documented for work requiring additional registration (Animal research with IACUC, rDNA with IBC).					
Inventory of Biological Agents is submitted annually to CUSB.					
Approved disinfectant is in use and bleach solutions are freshly prepared (within 24 hours).					
Are drying facilities available in the lab?  Are there enough toilets for men and women					
within reasonable distance?					
Are toilets & washbasins clean & in working					

order?						
Are got & cold (or warm, normal) running wa	ater.					
soap and towels (or other cleaning / hand dr						
facilities) provided in the toilets?		-				
Corrective Action:	Con	nplet	ed by:		Date:	
C	old	Roor	n Safety	(NA)		
Cold room has an emergency rele	ease					
mechanism.						
Cardboard is not stored in the area.						
Asphyxiates and hazardous gases are not use						
cold room, unless adequate ventilation	ı is					
present.						
General housekeeping is observed and the	area					
is organized, uncluttered, and sanitary.						
Expired/abandoned samples are not stored.						
		tes /	Tea Roo	oms		
Are staff & Students warned & supervised						
ensure there is no eating, drinking or smoking	g in	/				
the lab?		~				
Are rest & eating facilities provided outside	the			/		
lab?						
Is drinking water available?		~				
Are power points & cables a safe distance for wet areas?	rom	/				
		-				
Are microwave oven door seals clean undamaged?	and			V		
Is a fire blanket provided where electric cool						
are used?	kers					
or c docd.				- 100		
Corrective Action:	Com	mlote	al barr			
	COII	ibiete	d by:		Date:	
	Lac	0.5	- Entry	(ALA)		
Laser SOP available to authorized users		C1 3	afety	(NA)		
training documented.	diiu					
Transfer of the particular to	vith					-
appropriate caution signs.	VICT.					
Beam stops are present at the end of all be	am					
paths and are non-combustible.						
Approved safety glasses are available.						
						-
Corrective Action:	Com	plete	d by:		Date:	
		-			Dute!	

F	ire	Saf	ety:					
Has each employee participated in at least on	e		/					
fire drill in the past year?								_
Are employees familiar with the location of fir	e /	1						
extinguishers and pull alarms?	4		_					_
Are all fire alarms visible, unobstructed, an	d	1						
accessible?		,	_					_
Is the fire alarm audible from all parts of the lab			-					_
Are aisles kept clear and unobstructed at a	all							
times?		_	-					
Are open flames or Bunsen burners used in th	ie							
lab?								
Are all fire extinguishers/equipment suitable								
appropriately located, mounted and identified?	-							
Are fire hose reels regularly checked?					1			
Are all fire extinguishers regularly checked?	0.5	1			272			
Visually, do the fire sprinklers and/or detect	OI	/						
heads appear free from damage?  Sprinkler heads are unobstructed with an 18	0"	1						
clearance below sprinkler heads around enti		/						
	1,0	*						
room.  Fire extinguishers available, appropriate for type	ne		V					
of hazard, inspection dates recorded, an		/						
unobstructed access with 3-feet clearance.								
Fire alarm strobes are visible from all locations.		1						
Are supplies of flammables and combustib		1						
liquids reasonable for the lab's needs?	9	V						
Are there fire extinguishers available in are	eas	1						
where flammable and combustible materials a		V						
handled and stored?								
Do all workers know where the outside assemb	bly	/						
point is located?		3						
Is emergency power adequate for t	the				1			
functioning of the lab?								
Does the lab avoid placing electrical devices no	ear				1			
water sources?	W 8							
Is all wiring in the lab in good condition (e.g.	no		1					
damaged cords, etc.)?								
Does the lab avoid overloading outlets and us			/					
extension cords as substitutes for permane	ent		Y					
wiring?			-					
Corrective Action:	Com	mle	ted b	V.		_	Date:	
Corrective Action:	COIII	hie	Leu L	7.			Date	

Chemical Safet	ty and Management (NA)
Are precautionary labels present on the containers of all hazardous chemicals that include the chemical name, type of hazard, and what to do if accidental contact occurs?	
Has annual review and evaluation of the effectiveness of the lab's Chemical Hygiene Plan been done?	
Are potentially reactive chemicals stored separately?	
Are all incompatible chemicals appropriately separated during storage to reduce the risk of potential reactivity?  • Are acids and bases stored separately near floor level?  • Are oxidizers separated from organics?  • Are water-reactive separated from water sources?	
If formalin is handled in your lab, has formalin monitoring been done in the past?  Date?	
Was formalin monitoring required and performed in the last year (as the result of a new or change in process or procedure)?  Date?	
Have the lab's chemical fume hood(s) been certified in the past year? Date?	
Are chemical fume hood work surfaces free of clutter?	
Are chemical storage cabinets well-maintained and free of rust?	
Are appropriate supplies (e.g., spill kits) and instructions for use available in areas where potential spill of chemical hazards exist?	
Are employees aware of how to report major chemical spills appropriately?	
Are all compressed gas tanks secured in an upright position away from any open flames or other sources of heat?	
Is there no more than one extra cylinder of compressed, flammable gas at any one work station?	
Is there plumbed eyewash in every area where hazardous chemicals which may cause skin or eye damage are used (e.g. chemicals that are	

irritating, corrosive, toxic by contact or absorption)?	
Are eyewashes tested and documented on a weekly basis?	
Is there appropriate signage indicating the location of the eyewash?	
When decanting or entering an open container of liquid nitrogen, are appropriate gloves and a face shield worn?	
Is the storage and use of liquid nitrogen confined to a well-ventilated area?	
Are secondary containers (i.e. plastic bottle carriers) available for transporting glass containers (larger than 500 ml) that contain hazardous chemicals?	
Is eating and drinking prohibited in areas in which hazardous chemicals are used?	
Is the lab aware of and <u>compliant</u> with the Guidelines for Sink Disposal of Chemical Substances?	
Are chemical waste containers properly labeled (labeled "Waste Name of Chemical" and date waste is first placed in that container)?	
Are proper waste container management practices utilized during storage? (capped, in secondary containment, proper container, not overfilled, no visible contamination on outer container, not stored >90 days after start date)	
Is the lab using only designated waste containers for storage of waste? Note: The lab must not reuse reagent containers for storage of waste.	
Are unknown chemicals labeled as "Waste Unknown" and dated, and disposed of within 30 days?	
Has the lab reviewed chemicals stored in the lab within the last year to sort out obsolete chemicals that need to be discarded?	
Is Universal Waste (used rechargeable batteries, fluorescent bulbs, or mercury thermometers) stored in the laboratory? If yes, are the containers labeled and dated? If yes, is the lab aware these waste items cannot be stored in the lab longer than one year?	
Is the lab using autoclave tape that contains lead?	
Chemical Hygiene Plan (CHP) is available to	

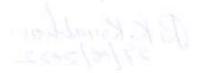
	1			_			
personnel working with hazardous chemicals	665						
Lab specific CHP is current and documented.							
Standard Operating Procedure (SOP	*						
documented for particularly hazardous chemical	S						
and/or high-risk procedures.							
Chemical inventory is submitted annually.							
Chemical containers are labeled with contents	55						
appropriate hazard warnings, and expiration	1						
dates.		10.00					_ =
Time-sensitive chemicals (i.e. peroxide formers							
are labeled with date opened and removed a	S	31					
hazard waste when expired.							
Chemical storage is well organized and	25						
incompatible materials are segregate	d						
(oxidizers/flammables, acids/bases).		100					
Hazardous materials/liquids are stored below							
eye level (not on the floor) and are stored in	n						
secondary containers.							
Chemicals are stored in compatible container							
and cabinets (acids in non-metal cabinets		100					
flammables in approved cabinets, refrigeration).							
Chemical containers are kept closed.							
Unnecessary, unused, or outdated materials ar	e						
removed for hazard waste disposal.				-			
Flammable liquid storage cabinets are properl							
labeled, kept closed, and have no material	S						
stored on top of them.	_						
				_			
Corrective Action:	Comp	letec	by:			Date:	
				( A	Į.		
	iatio	n Saf	ety:	(NA	)		
Are any radioactive substances handled in the lab?	e	C <sub>D</sub> A					
If yes, are all employees aware of safe policie							
for handling tissues containing radioactiv							
materials?	6						
Is main door is marked with the sign of	·t			-			
Radioactive warning?	100						
Are there clear instructions for the use of	of						
radioactive materials?							
Is there a safe method of storage?							
Is there a safe method of disposal?							
Are all radioactive substances correctly labeled?							
Are workers health checks, if required, up t	0						
date?							

RECO	RDK	EEPIN	G			
Findings identified on previous self-inspections have been corrected and corrections have been documented?						
Administrativ	e an	d Mis	cellane	ous		
Are laboratory safety behaviors consistent with organizational expectations?	4					
Are SOPs or safe working rules specific to the laboratory developed and implemented?	1					
Are staff trained or instructed on the SOPs and lab safety rules?	1					
Are records kept of personnel trained or instructed, maintenance & servicing, and testing of equipment?					1	
Is the signage on the laboratory door or entrance correct, adequate and up to date?	1					
Have all current staff/students working in this lab undertaken the specific lab induction.	<b>/</b>					
Are floors clean, dry, and free from slip/trip hazards?	~					
Is there a procedure on safe Laser usage?				~		
Corrective Action:	Cor	nplete	d by:		Date:	
Ent	rv an	d Exit	s			
Are exits and corridors free from obstruction?	V	u zar				
Are exit signs illuminated and clearly visible?	1		-			
Are there an adequate number of exits?	/					
Are all exiting doors unlocked?	V					
Is emergency lighting installed?	~					
People	with	Disab	ilities			
Is there access for people with impaired mobility?	/					
Is there access to disabled toilets within reasonable distance?		<b>/</b>				
Do emergency evacuation procedures include people with disabilities?	<b>V</b>					
Compress	sed (	ias Cv	linders	(NA		
Gas name/label on shoulder of each cylinder clearly legible?		,		- Clark		

Are fuel cylinders separated from oxidizing cylinders?							
Are cylinders secured by brackets or chains?							
Are empty cylinders separate from full cylinders							
& clearly identified?							
Are acetylene cylinders that are not in use stored							
outside of building?	8						
Are all gas cylinders stored in a well ventilated	XIII.	7					
area?	×						
Are cylinder valves closed when not in use?							
Does testing for gas leaks occur?							
Cylinders properly chained, secured, and clearly	7						
labeled with contents. Storage in dry, ventilated,							
fire-resistant location. Caution signs posted for							
gas type hazard (flammable, toxic, oxidizer, etc.)							
Cylinder caps on reserve cylinders. Empty							
cylinders labeled and stored separately.							
Incompatible cylinders stored separately	å l						
(oxygen/flammable 20' or 5' fire wall).							
Cylinder equipment (regulator, tubing, etc.) is							
compatible with gas and in proper working							
order.							
Corrective Action: Co	mplet	ed by	:			Date:	
Corrective Action: Co				l Safe	ty	Date:	
Electrical Install	ation			l Safe	ty	Date:	
	ation			l Safe	ty	Date:	
Electrical Install Are power leads in good condition, no trip hazards?	ation			l Safe	ty	Date:	
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of	ation			l Safe	ty	Date:	
Electrical Install Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in	ation			l Safe	ty	Date:	
Electrical Install Are power leads in good condition, no trip hazards? Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical	ation			l Safe	ty	Date:	
Electrical Install Are power leads in good condition, no trip hazards? Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?	ation			l Safe	ty	Date:	
Electrical Install Are power leads in good condition, no trip hazards? Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing? Are adequate power points available & unobstructed?	ation			l Safe	ty	Date:	
Electrical Install Are power leads in good condition, no trip hazards? Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing? Are adequate power points available & unobstructed? Are switches & power points in good condition	ation			l Safe	ty	Date:	
Electrical Install Are power leads in good condition, no trip hazards? Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing? Are adequate power points available & unobstructed? Are switches & power points in good condition (no cracks, loose face plates)?	ation /			l Safe	ty	Date:	
Electrical Install Are power leads in good condition, no trip hazards? Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing? Are adequate power points available & unobstructed? Are switches & power points in good condition	ation /			l Safe	ty	Date:	
Electrical Install Are power leads in good condition, no trip hazards? Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing? Are adequate power points available & unobstructed? Are switches & power points in good condition (no cracks, loose face plates)? Are double adaptors or piggy back adaptors avoided?	ation /			l Safe	ty	Date:	
Electrical Install Are power leads in good condition, no trip hazards? Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing? Are adequate power points available & unobstructed? Are switches & power points in good condition (no cracks, loose face plates)? Are double adaptors or piggy back adaptors avoided? Are circuit breakers & main isolators clearly	ation /			I Safe	ty	Date:	
Electrical Install Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available & unobstructed?  Are switches & power points in good condition (no cracks, loose face plates)?  Are double adaptors or piggy back adaptors avoided?  Are circuit breakers & main isolators clearly marked?	ation /			l Safe	ty	Date:	
Electrical Install Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available & unobstructed?  Are switches & power points in good condition (no cracks, loose face plates)?  Are double adaptors or piggy back adaptors avoided?  Are circuit breakers & main isolators clearly marked?  Is excessive use of extension cords avoided?	ation /			I Safe	ty	Date:	
Electrical Install Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available & unobstructed?  Are switches & power points in good condition (no cracks, loose face plates)?  Are double adaptors or piggy back adaptors avoided?  Are circuit breakers & main isolators clearly marked?  Is excessive use of extension cords avoided?  Is temporary wiring avoided?	ation /			l Safe	ty	Date:	
Electrical Install Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available & unobstructed?  Are switches & power points in good condition (no cracks, loose face plates)?  Are double adaptors or piggy back adaptors avoided?  Are circuit breakers & main isolators clearly marked?  Is excessive use of extension cords avoided?  Is temporary wiring avoided?  Have electrical ignition sources been controlled.	ation /			I Safe	ty	Date:	
Electrical Install Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available & unobstructed?  Are switches & power points in good condition (no cracks, loose face plates)?  Are double adaptors or piggy back adaptors avoided?  Are circuit breakers & main isolators clearly marked?  Is excessive use of extension cords avoided?  Is temporary wiring avoided?	ation /			l Safe	ty	Date:	

Are excessive power boards being avoided?	<b>/</b>					
Is an appropriate fire extinguisher i.e., CO2 or dry						
powder available adjacent to any electrical						
switchboard?						
Equipment does not have frayed or damaged	/					
wiring.	-					
Extension cords are not being used as permanent wiring.	<b>V</b>					
Power strips are suitable for the load involved	1					
and are plugged directly into the outlet (not "daisy-chained").	~					
Corrective Action: Con	nplete	ed by	:		Date:	
				,		
Machinery ar	-	lajor	Equipmen	t (N	4)	
Are operating instructions/safety signs adequate & clear?						
Are safety glasses areas clearly sign posted?						
Are emergency stop switches accessible, red in colour?						
Do interlocks on machine guards operate, with regular testing?						
Are moving parts, belt drives, shafts, fans appropriately guarded?						
Are machines & equipment free from obstruction?						
Is there adequate distance between machines & equipment?						
Are all Lasers pointing away from doorways and corridors?		W.				
Can you hear someone two meters away talking in a normal voice, while machines/equipments are in use?		<u></u>				
Corrective Action:	Co	mple	ted by:		Date:	
	First	Aid				4
Are there trained first aid personnel?						
Are there first aid kits available and adequately	1	24				
stocked for the types of hazards and level of risk i.e. chemical burns?	(	V				
Are first aid personnel identifiable?	~					
The Course Harrison Course of the Course of						

Emer	gen	су Г	Proce	dures				
Has an evacuation drill taken place in the last months?	12		/					
Have emergency procedures been establish for specific hazardous circumstances includi spills?	535-000		~					
Are there suitable spill kits available, stocked a identifiable relevant to the area? i.e. Laborate Spill Kit, 240L Wheelie Bin	C 75 2 1 1 1		<b>~</b>					
Are staffs adequately trained to deal with mir spills?	nor		/					
Are staffs aware of response procedures minor and major spills?	for	/						
Are emergency plans and contact numb displayed?	ers	<b>/</b>						
Are regular evacuation drills carried out?			~					
Are emergency manifests established for area and available in an accessible area emergency staff?			1					
Eye wash/safety shower in good working ord covers in place, and pathway unobstruct Eyewash flushed monthly and date documented. Personnel are aware of eyewash/shower location and know how operate the equipment.	ed. is the		<b>/</b>					
A chemical and/or biological spill kit for min spills is available.	nor				/			
First aid medication/antidotes are available a within expiration dates. (i.e. calcium glucon for HF exposure).			~					
Access to electrical breaker panels a emergency shutoff controls is unobstructed w 3' clearance.	and vith				<b>✓</b>			
Registration is current & emergency cont numbers/location details are posted.	act	/						
Evacuation routes are posted in comm hallways. Personnel know the evacuat procedure, meeting site, and location of near fire alarm.	ion				1			A
Corrective Action:	Com	plet	ted by	:		D	ate:	
G	ene	ral	Pract	ice				
Caution signs on the door and equipment for specific hazards (UV, Laser, Radiation, Biohaza	77.75				~			



noise, high voltage, etc.)							
Food & household products used in chemica	lor						
hazard area are labeled "not for hun	nan	10		/			
consumption" or "lab use only."							
Household appliances (refrigerate	ors,			/			
microwaves, blenders, grinders, etc.) are labe	led			V			
for "lab use only."							
No evidence of eating, drinking, smok	ing,	1					
applying cosmetics, or mouth pipetting inside	the	/					
space.							
Entry doors kept closed at all times and loc	ked	1					
when unoccupied to maintain security.		*					
Corrective Action:	Cor	nplet	ted by:			Date:	
						7.4	
Engineerin	_	ontr	ols & Ve	ntilation	CL	TM)	
Chemical fume hood (CFH) not being used							
chemical or equipment storage. Air foil & I							
baffle unobstructed. Excess equipment	IS						
mounted to aid in air circulation.							
CFH sash is at or below minimum height (2	1.7						
when in use and kept closed when not in use.							
Access to CFH/LEV is unobstructed.	acama da c						
Fume hood inspection certification is curr	rent						
performed annually by CUSB.	d In						
Local exhaust ventilation (LEV) is in use and good working order (i.e. snorkel, dust collector							
Biological Safety Cabinet (BSC) is certif							-
cleaned/decontaminated, not used with vola	100						
chemicals or open flame. Vacuum lines w/fil							
and disinfectant traps. HEPA filter replacemen							
Is there enough fresh air, without draughts?							
Is extra ventilation systems provided to rem	ove						
fumes?							
Are ventilation systems tested annually?							-
Corrective Action:	Con	nplet	ed by:	-		Date:	
Wa	aste	Mai	nagemer	nt	(M)	4)	
Hazardous waste containers are labeled	with						
contents, accumulation start date,	and						
generator.						48	
Waste containers are kept closed to preven	t off						
gassing discharge.							
Hazardous wastes are removed for disp	osal						

R.K. Kounthour. 27/06/2022

before the 12-month accumulation limit.		D				
Secondary containers are used to store g waste collection bottles to capture leaks/spills		D				
Syringes and other sharps waste are disposed in approved sharps container. Labeled "biohazard" or "non-contaminated" sharps.		D				
Needles are not re-capped, bent, or broken are disposed of immediately in appropr container.		A				
Biological waste is collected in approved bag disposed of in a timely manner.	and	D				
Corrective Action:	Compl	eted b	y:		Date:	
E	quipm	ent Sa	fety			
Rotating machinery and high tempera devices have approved safeguards. Sa switches and emergency stops are working.			No	1		
Safety training for hazardous equipment documented (SOP, training checklist, basystem).		A				
Ladders are labeled with the approved war stickers and are inspected before each use.	ning		NIO	<b>6</b> ° 1€		
Radiation Producing Equipment is registed with CUSB and Nuclear Physics Section (Protection Section).				NIA		
Corrective Action:	Compl	eted b	y:		Date:	

Alvir / 23/06/22

सेवा में, विभागाध्यक्ष.

महोदय.

उपरोक्त विषय से आप सभी को अवगत कराने के लिए माननीय अध्यक्ष आईक्यूएसी से निर्देश प्राप्त हुए हैं कि नैक की तैयारी के तहत प्रयोगशालाओं का ऑडिट भी किया जाना चाहिए। इसकी तैयारियों से संबंधित कुछ सुझाव दस्तावेज के रूप में तैयार किए गए हैं। कृपया अपनी तैयारी में अधिक से अधिक संबंधित सुझावों को शामिल करें।

अतः आपसे अनुरोध है कि अपने विभाग की सभी प्रकार की प्रयोगशालाओं की तैयारी यथाशीघ्र दस्तावेजों के सुझावों का

पालन करते हुए समय से पूर्ण करने का कृष्ट करें।

एक टीम के अध्यक्ष आपसे यथाशीघ्र संपर्क करेंगे और आपके विभाग से संबंधित प्रयोगशालाओं के ऑडिट की तिथि निर्धारित करेंगे।

सम्बंधित दल को आप से और आप के विभाग से पूर्ण सहयोग की अपेक्षा का विश्वास है।

धन्यवाद।

आपका भवदीय।

वेंकटेश

To,

The Head of Department,

Sir.

In order to make you all aware of the above subject, instructions have been received from Hon'ble Chairman IQAC that as part of the NAAC's preparation, the laboratories should also be audited. Some suggestions related to its preparations have been prepared in the form of documents. Please include as many related suggestions as possible in your preparation.

Therefore, you are requested to complete the preparation of all types of laboratories of your department as soon as possible following the suggestions of the documents and complete them on time. A team head will contact you as soon as possible and schedule an audit of the laboratories

belonging to your department.

The concerned team is confident of expecting full cooperation from you and your department. Thank you.

With best regards,

venktesh

**Department Names** 

		Cite Hairies
Department of Life Science	9	Department of Computer Science
Department of Environmental Science	10	Department of Mass Communication and Media
Department of Bioinformatics	11	Department of Physical Education
Department of Geology	12	Department of Commerce and Business Studies
Department of Biotechnology	13/	Department of Psychological Science
Department of Pharmacy	14	Department of Economic Studies and Policies
Department of Chemistry	15	Central Instrumentation Facility
Department of Physics	16	Common Computer Lab
	Department of Life Science  Department of Environmental Science  Department of Bioinformatics  Department of Geology  Department of Biotechnology  Department of Pharmacy  Department of Chemistry	Department of Life Science 9  Department of Environmental Science 10  Department of Bioinformatics 11  Department of Geology 12  Department of Biotechnology 13  Department of Pharmacy 14  Department of Chemistry 15

Shormara June 23/6/22

Dandu Detrada 23/6/22

A – Acceptable/Meeting Requirements; Observed;  ${\sf D-Deficient/Not\ Meeting\ Requirements;}\quad {\sf N/O-Not}$ 

N/A - Not Applicable

## Safety Resources: Are the following readily available in the Laboratory?

Laboratories Safety Policies and Procedures Manual	A	D	N/O	NA	Comments
Health Safety Resources, Policies and Procedures Manual				i.e	
Standard on Occupational Exposure to Hazardous Chemicals in Laboratories Manual				~	
Chemical Waste Policy Manual				~	
Noise Policy Manual	4				
Chemical Hygiene Plan manual				N	
Current Safety Data Sheets (SDS)				V	
Infection Prevention Manual				~	
Radiation Safety Manual				V	
Disaster Preparedness Manual					
Site-specific (Laboratory) Fire Plan Manual	/	1			
Laborator	у Н	ouse	keepin	g	
Are passageways unobstructed?	~				
Are floors, walls and ceilings clean and well maintained?	~				
Are bench tops, drawers and sinks clean and well maintained?	V				
Are storage areas well organized and free of clutter?	/				
Is shelving stable and not overloaded?	1				
Is shelving stable, free of extraneous material and not too high?	V			類	
Is the workplace free from accumulation of equipment, redundant chemicals, contaminated waste or rubbish?	/				
Are chemical storage facilities in good condition?				V	
Are walkways free of obstruction?	V				
Surfaces appear to be cleaned and decontaminated after work is performed (no chemical residue, dust, biohazards, etc.).	V				
General work space, storage areas, and bench tops appear uncluttered and orderly.	V				
No slip, trip, or fall hazards are present. Aisles and exits are free from obstruction	~				
No glass containers are stored on the floor.	V	1			
Trash bags & sharps containers are removed	V				





when full.						
Corrective Action: Co	mplete	ed by:			Date:	
-	V-0					
		Awarenes	S			
Is there general safety awareness orientation of the "New Students and employees conducted?						
If YES.						
How frequent?			7			
Workin	ng Env	vironment				
Is the room temperature comfortable?	Z	ii Oliment				
Are windows in clean & safe condition?	1					
Are blinds fitted to reduce glare or temperature?						
Is lighting adequate in all area?	V					
Is extra lighting provided for close work where needed?						
Porcenal Dr	roto et	ino Ferriago				
Personal Pr		ive Equipm	ent			
Is there personal protective equipment available in the laboratory?			1			
Man	nual H	andling	+			
Are stepladders or footstools used to reach high		arraining.	4			
shelves?			~			
Are heavy & awkward items stored at waist	t					
height where possible?			1			
Are trolleys or barrows available for moving heavy or large loads?	3		~			
D'. I	ļ.,					
1,000	-	Safety	NI	4		
Is hand washing sinks available in all areas where work involving potentially infectious materials is performed?			\$			
Are all sharps disposed of in an approved puncture-resistant container?			2.			
During transport, are all potentially infectious materials placed in a secondary leak-proof container?			2			
Are mechanical devices (i.e. forceps, hemostats, dust pans etc.) available and are they used by employees to pick up broken glassware?		0	18			
Are surfaces on which work involving blood and blood products is performed, routinely wiped down with an approved disinfectant at the end			*()		*0	





of the procedure or immediately following a spill?	
Are personnel aware of appropriate biological spill procedures?	
Is regulated medical waste collected in containers that are clearly labeled or color-coded as "bio-hazardous"?	
Are all refrigerators and freezers used to store potentially infectious materials labeled with the universal biohazard symbol?	
Have all biological safety cabinets been certified in the past year?	
Are eating, drinking, applying cosmetics and lip balm, and handling contact lenses prohibited in areas in which there is any risk of exposure to potentially infectious materials?	
Is the storage of food and drink prohibited in refrigerators, and other appliances, used to store potentially infectious materials, reagents, or hazardous chemicals?	
Workspaces (e.g., bench-tops, fume hoods, bio- safety cabinets) organized and clean?	
Flammable liquids (including flammable waste and glacial acetic acid) stored in flammable storage cabinets? (Note: Up to 10 gallons per control area (NOT individual lab) may be stored outside of cabinets.)	
Food and drinks stored and consumed away from toxic materials?	
"Chemical Waste Compliance" poster is posted in the location where hazardous waste is accumulated?	
Chemical containers and hazardous waste containers are clean, structurally sound, and closed when not in use?	
Approval is documented for work requiring additional registration (Animal research with IACUC, rDNA with IBC).	
Inventory of Biological Agents is submitted annually to CUSB.	
Approved disinfectant is in use and bleach solutions are freshly prepared (within 24 hours).	
Are drying facilities available in the lab?  Are there enough toilets for men and women within reasonable distance?	
Are toilets & washbasins clean & in working	





order?		4 0			
Are got & cold (or warm, normal) running wa	tor				
soap and towels (or other cleaning / hand dr		V			
facilities) provided in the toilets?	AmB				
racinces) provided in the tollets:					
Corrective Action:	C	-1-2			D-1-
Corrective Action:	Com	piete	ed by:		Date:
				. A.	
	old f	Roon	n Safety	NA	
Cold room has an emergency relemechanism.	ease				
Cardboard is not stored in the area.					
Asphyxiates and hazardous gases are not use cold room, unless adequate ventilation present.					
General housekeeping is observed and the a	area				
is organized, uncluttered, and sanitary.					
Expired/abandoned samples are not stored.					
and the state of t					
Kitche	not	tor /	Tea Roor	mc .	
		res /	rea Rooi	115	
Are staff & Students warned & supervised ensure there is no eating, drinking or smokin the lab?		~			
Are rest & eating facilities provided outside lab?	the	/			
Is drinking water available?		1			
Are power points & cables a safe distance for	rom		-		
wet areas?		~			
Are microwave oven door seals clean undamaged?	and			4	
Is a fire blanket provided where electric cool	kers		-	. /	
are used?	KCIS			4	
Corrective Action:	Com	nlete	ed by:		Date:
corrective Action.	COII	piete	Lu by.		Date.
	Las	er S	afety †	N.A.	
Laser SOP available to authorized users	and				
training documented.				2	
	with				
appropriate caution signs.					
Beam stops are present at the end of all be	eam				
paths and are non-combustible.	- CONTRACT				
Approved safety glasses are available.					
· · · · · · · · · · · · · · · · · · ·					
					£)
Corrective Action:	Con	plete	ed by:		Date:



F	ire Sa	afet	<b>/</b> :			
Has each employee participated in at least one fire drill in the past year?	е	3/				
Are employees familiar with the location of fire extinguishers and pull alarms?	· /					
Are all fire alarms visible, unobstructed, and accessible?	1					
Are aisles kept clear and unobstructed at a times?	-					
Are open flames or Bunsen burners used in the lab?	e			<b>V</b>		
Are all fire extinguishers/equipment suitable appropriately located, mounted and identified?	· /					
Are fire hose reels regularly checked?	6	-				
Are all fire extinguishers regularly checked?	N					
Visually, do the fire sprinklers and/or detecto heads appear free from damage?						
Sprinkler heads are unobstructed with an 18 clearance below sprinkler heads around entire room.						-
Fire extinguishers available, appropriate for type of hazard, inspection dates recorded, and unobstructed access with 3-feet clearance.						
Fire alarm strobes are visible from all locations.	No					
Are supplies of flammables and combustibl liquids reasonable for the lab's needs?	9					
Are there fire extinguishers available in area where flammable and combustible materials are handled and stored?						
Do all workers know where the outside assembl point is located?	У					
Is emergency power adequate for th functioning of the lab?	е					
Does the lab avoid placing electrical devices nea water sources?	r 🗸			6		
Is all wiring in the lab in good condition (e.g. n damaged cords, etc.)?	° 🗸				1	
Does the lab avoid overloading outlets and usin extension cords as substitutes for permanen wiring?						i.
		had t				Date:
Corrective Action: Co	mplet	lea b	y:			Date:





Chemical Safet	ty and Management
Are precautionary labels present on the containers of all hazardous chemicals that include the chemical name, type of hazard, and what to do if accidental contact occurs?	
Has annual review and evaluation of the effectiveness of the lab's Chemical Hygiene Plan been done?	
Are potentially reactive chemicals stored separately?	
Are all incompatible chemicals appropriately separated during storage to reduce the risk of potential reactivity?  • Are acids and bases stored separately near floor level?  • Are oxidizers separated from organics?  • Are water-reactive separated from water sources?	
f formalin is handled in your lab, has formalin monitoring been done in the past?  Date?	
Was formalin monitoring required and performed in the last year (as the result of a new or change in process or procedure)?  Date?	
Have the lab's chemical fume hood(s) been certified in the past year?  Date?	
Are chemical fume hood work surfaces free of clutter?	
Are chemical storage cabinets well-maintained and free of rust?	
Are appropriate supplies (e.g., spill kits) and instructions for use available in areas where potential spill of chemical hazards exist?	
Are employees aware of how to report major chemical spills appropriately?	
Are all compressed gas tanks secured in an upright position away from any open flames or other sources of heat?	
Is there no more than one extra cylinder of compressed, flammable gas at any one work station?	
Is there plumbed eyewash in every area where hazardous chemicals which may cause skin or eye damage are used (e.g. chemicals that are	





irritating, corrosive, toxic by contact or absorption)?	
Are eyewashes tested and documented on a weekly basis?	
Is there appropriate signage indicating the location of the eyewash?	
When decanting or entering an open container of liquid nitrogen, are appropriate gloves and a face shield worn?	
Is the storage and use of liquid nitrogen confined to a well-ventilated area?	
Are secondary containers (i.e. plastic bottle carriers) available for transporting glass containers (larger than 500 ml) that contain hazardous chemicals?	
Is eating and drinking prohibited in areas in which hazardous chemicals are used?	
Is the lab aware of and compliant with the Guidelines for Sink Disposal of Chemical Substances?	
Are chemical waste containers properly labeled (labeled "Waste Name of Chemical" and date waste is first placed in that container)?	
Are proper waste container management practices utilized during storage? (capped, in secondary containment, proper container, not overfilled, no visible contamination on outer container, not stored >90 days after start date)	
Is the lab using only designated waste containers for storage of waste? Note: The lab must not reuse reagent containers for storage of waste.	
Are unknown chemicals labeled as "Waste Unknown" and dated, and disposed of within 30 days?	
Has the lab reviewed chemicals stored in the lab within the last year to sort out obsolete chemicals that need to be discarded?	
Is Universal Waste (used rechargeable batteries, fluorescent bulbs, or mercury thermometers) stored in the laboratory? If yes, are the containers labeled and dated? If yes, is the lab aware these waste items cannot be stored in the lab longer than one year?	
Is the lab using autoclave tape that contains lead?	•
Chemical Hygiene Plan (CHP) is available to	





personnel working with hazardous chemicals				*
Lab specific CHP is current and documented.				
Standard Operating Procedure (SOP	5			
documented for particularly hazardous chemicals	S			
and/or high-risk procedures.				
Chemical inventory is submitted annually.				
Chemical containers are labeled with contents	5			
appropriate hazard warnings, and expiration dates.	n			
Time-sensitive chemicals (i.e. peroxide formers are labeled with date opened and removed as hazard waste when expired.		20		
Chemical storage is well organized and	d			
incompatible materials are segregated (oxidizers/flammables, acids/bases).	d			
Hazardous materials/liquids are stored below	v			
eye level (not on the floor) and are stored in				
secondary containers.	_			
Chemicals are stored in compatible container				
and cabinets (acids in non-metal cabinets	20			
flammables in approved cabinets, refrigeration). Chemical containers are kept closed.				
Unnecessary, unused, or outdated materials are removed for hazard waste disposal.	e			
Flammable liquid storage cabinets are properly	v			
labeled, kept closed, and have no material				
stored on top of them.	3			
Stored on top of them.				
Corrective Action:	Completed by:		Date:	
Transfer or Kendy at 1989 (Art of Control of			1	
Rad	iation Safety:	MA		
Are any radioactive substances handled in the lab?	e			
If yes, are all employees aware of safe policie	es			
for handling tissues containing radioactive				
materials?				
Is main door is marked with the sign of	of			
Radioactive warning?				
Are there clear instructions for the use of radioactive materials?	of			3
Is there a safe method of storage?				
Is there a safe method of disposal?				
Are all radioactive substances correctly labeled?				
Are workers health checks, if required, up t date?			•	





			-TWO-SE					
RECO	RDK	EEPI	NG	Y Y		- 1		
Findings identified on previous self-inspections								
have been corrected and corrections have been								
documented?								
Administrativ	e an	d Mi	scellar	eous				
Are laboratory safety behaviors consistent with								
organizational expectations?								
Are SOPs or safe working rules specific to the								
laboratory developed and implemented?								
Are staff trained or instructed on the SOPs and lab safety rules?								
Are records kept of personnel trained or								
instructed, maintenance & servicing, and testing								
of equipment?								
Is the signage on the laboratory door or entrance								
correct, adequate and up to date?								
Have all current staff/students working in this lab	/			- x				
undertaken the specific lab induction.	200							
Are floors clean, dry, and free from slip/trip	1							
hazards?								
Is there a procedure on safe Laser usage?		-						
Corrective Action:	Cor	nnlet	ed by:			Date:		
Corrective Action.	COI	ipici	cu by.			Dute.		
Entr	y an	d Ex	its					
Are exits and corridors free from obstruction?	V							
Are exit signs illuminated and clearly visible?	1							
Are there an adequate number of exits?	~							
Are all exiting doors unlocked?	1							
Is emergency lighting installed?	V							
People v	vith	Disa	bilities	No.				
Is there access for people with impaired	1	-						
mobility?	9							
Is there access to disabled toilets within reasonable distance?								
Do emergency evacuation procedures include								-
people with disabilities?								
Compress	ed C	iae (	vlinde	rs A	A			
Gas name/label on shoulder of each cylinder	-	as C	ymiue	3 /4	,,,			
clearly legible?							**	

2/0



Are fuel cylinders separated from oxidizing cylinders?					
Are cylinders secured by brackets or chains?					
Are empty cylinders separate from full cylinders	9				
& clearly identified?					
Are acetylene cylinders that are not in use stored					
outside of building?					
Are all gas cylinders stored in a well ventilated					- 10
area?					
Are cylinder valves closed when not in use?					
Does testing for gas leaks occur?					
Cylinders properly chained, secured, and clearly					
labeled with contents. Storage in dry, ventilated,					
fire-resistant location. Caution signs posted for					
gas type hazard (flammable, toxic, oxidizer, etc.)					
Cylinder caps on reserve cylinders. Empty					
cylinders labeled and stored separately.					
Incompatible cylinders stored separately					
(oxygen/flammable 20' or 5' fire wall).					
Cylinder equipment (regulator, tubing, etc.) is					
compatible with gas and in proper working					
order.	4				
5. 5.5.					
Control of the Contro					
Corrective Action: Co	mplet	ed by:		Date:	
and the second s	100	ted by: s/ Electrica	al Safety		
Corrective Action: Co  Electrical Install  Are power leads in good condition, no trip hazards?	ation	and the original and the second	al Safety	Date:	
Are power leads in good condition, no trip hazards?	ation	and the original and the second	al Safety		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of	ation	and the original and the second	al Safety		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in	ation	and the original and the second	al Safety		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of	ation	and the original and the second	al Safety		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical	ation	and the original and the second	al Safety		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?	ation	and the original and the second	al Safety		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available &	ation	and the original and the second	al Safety		
Electrical Install Are power leads in good condition, no trip hazards? Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing? Are adequate power points available & unobstructed?	ation	and the original and the second	al Safety		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available & unobstructed?  Are switches & power points in good condition	ation	and the original and the second	al Safety		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available & unobstructed?  Are switches & power points in good condition (no cracks, loose face plates)?	ation	and the original and the second	al Safety		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available & unobstructed?  Are switches & power points in good condition (no cracks, loose face plates)?  Are double adaptors or piggy back adaptors	ation V	and the original and the second	al Safety		
Electrical Install  Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available & unobstructed?  Are switches & power points in good condition (no cracks, loose face plates)?  Are double adaptors or piggy back adaptors avoided?	ation V	and the original and the second	al Safety		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available & unobstructed?  Are switches & power points in good condition (no cracks, loose face plates)?  Are double adaptors or piggy back adaptors avoided?  Are circuit breakers & main isolators clearly	ation V	and the original and the second	al Safety		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available & unobstructed?  Are switches & power points in good condition (no cracks, loose face plates)?  Are double adaptors or piggy back adaptors avoided?  Are circuit breakers & main isolators clearly marked?	ation V	and the original and the second	al Safety		
Are power leads in good condition, no trip hazards?  Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?  Are adequate power points available & unobstructed?  Are switches & power points in good condition (no cracks, loose face plates)?  Are double adaptors or piggy back adaptors avoided?  Are circuit breakers & main isolators clearly marked?  Is excessive use of extension cords avoided?	ation V	and the original and the second	al Safety		





Are excessive power boards being avoided?	0				
Is an appropriate fire extinguisher i.e., CO2 or dry powder available adjacent to any electrica switchboard?	-01				
Equipment does not have frayed or damaged wiring.	V				
Extension cords are not being used as permanent wiring.	/				
Power strips are suitable for the load involved and are plugged directly into the outlet (no "daisy-chained").					
Corrective Action: Co	mole	ted by:		Date:	
Corrective Action:	inple	led by.		Date.	
Machinery a	nd N	Aajor Equipm	nent 🔊	8	
Are operating instructions/safety signs adequate & clear?	2		All and a second		
Are safety glasses areas clearly sign posted?					
Are emergency stop switches accessible, red in colour?	1				
Do interlocks on machine guards operate, with regular testing?	1				
Are moving parts, belt drives, shafts, fan appropriately guarded?	S				
Are machines & equipment free from obstruction?	1				
Is there adequate distance between machines & equipment?	i.				
Are all Lasers pointing away from doorways and corridors?	t			/3	
Can you hear someone two meters away talking in a normal voice, while machines/equipment are in use?			,		
Corrective Action:	Co	mpleted by:	D	ate:	
	First	Aid			
Are there trained first aid personnel?					
Are there first aid kits available and adequatel	v				
stocked for the types of hazards and level of ris i.e. chemical burns?	500				
Are first aid personnel identifiable?					





Emergency Procedures						
Has an evacuation drill taken place in the las months?	st 12					
Have emergency procedures been establi- for specific hazardous circumstances inclu- spills?						
Are there suitable spill kits available, stocked identifiable relevant to the area? i.e. Labora Spill Kit, 240L Wheelie Bin						
Are staffs adequately trained to deal with m spills?	ninor					
Are staffs aware of response procedures minor and major spills?	for					
Are emergency plans and contact num displayed?	bers	-				
Are regular evacuation drills carried out?					1/4	
Are emergency manifests established for area and available in an accessible area emergency staff?						
Eye wash/safety shower in good working of covers in place, and pathway unobstruct Eyewash flushed monthly and date documented. Personnel are aware of eyewash/shower location and know how operate the equipment.	cted. is the					
A chemical and/or biological spill kit for m spills is available.	ninor					
First aid medication/antidotes are available within expiration dates. (i.e. calcium gluco for HF exposure).	-1 4 2 2 1 1 1					
Access to electrical breaker panels emergency shutoff controls is unobstructed 3' clearance.	and with					
Registration is current & emergency con numbers/location details are posted.	ntact					
Evacuation routes are posted in com- hallways. Personnel know the evacua- procedure, meeting site, and location of nea- fire alarm.	ation			-		
					-u.were	
Corrective Action:	Comp	leted by	'i		Date:	
	Gener	al Prac	tice			
Caution signs on the door and equipment for specific hazards (UV, Laser, Radiation, Bioha	202000000000000000000000000000000000000				40	



noise, high voltage, etc.)								
Food & household products used in chemical	l or							
hazard area are labeled "not for hui	man							
consumption" or "lab use only."								
Household appliances (refrigerat	ors,							
microwaves, blenders, grinders, etc.) are lab								
for "lab use only."					-			
No evidence of eating, drinking, smok	ing,							
applying cosmetics, or mouth pipetting inside	the	le I						
space.								
Entry doors kept closed at all times and loo	ked							
when unoccupied to maintain security.								
Corrective Action:	Cor	mplet	ed b	y:			Date:	
Engineerin	ng Co	ontro	ols 8	Ven	tilatio	n		
Chemical fume hood (CFH) not being used	for							
chemical or equipment storage. Air foil &	rear	. /						
baffle unobstructed. Excess equipment	is	~						
mounted to aid in air circulation.								
CFH sash is at or below minimum height (	18")							
when in use and kept closed when not in use.								
Access to CFH/LEV is unobstructed.								
Fume hood inspection certification is cur	rent							
performed annually by CUSB.								
Local exhaust ventilation (LEV) is in use an	d in							
good working order (i.e. snorkel, dust collected	or)							
Biological Safety Cabinet (BSC) is certification	fied,							
cleaned/decontaminated, not used with vol-	atile							
chemicals or open flame. Vacuum lines w/fil	ters					1		
and disinfectant traps. HEPA filter replacement	nt.							
Is there enough fresh air, without draughts?						1		
Is extra ventilation systems provided to rem	ove							
fumes?								
Are ventilation systems tested annually?								
								<u> </u>
Corrective Action:	Com	plete	ed by	:			Date:	
Wa	ste	Mar	age	ment				
Hazardous waste containers are labeled	with							
contents, accumulation start date,	and							
generator.								
Waste containers are kept closed to prevent	off							
gassing discharge.								2.7
Hazardous wastes are removed for disp	osal							





before the 12-month accumulation limit.		
Secondary containers are used to store processes waste collection bottles to capture leaks/spill	Mi-Ditte	
Syringes and other sharps waste are dispose in approved sharps container. Labeled "biohazard" or "non-contaminated" sharps.		
Needles are not re-capped, bent, or broken are disposed of immediately in approp container.		
Biological waste is collected in approved bag disposed of in a timely manner.	and	
Corrective Action:	Completed by:	Date:
E	quipment Safety	
Rotating machinery and high temperated devices have approved safeguards. Sa switches and emergency stops are working.		
Safety training for hazardous equipment documented (SOP, training checklist, busystem).		
Ladders are labeled with the approved war stickers and are inspected before each use.	rning	
Radiation Producing Equipment is regist with CUSB and Nuclear Physics Sec (Protection Section).	124	
Corrective Action:	Completed by:	Date:

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PHARMALI.

सेवा में, विभागाध्यक्ष,

महोदय,

उपरोक्त विषय से आप सभी को अवगत कराने के लिए माननीय अध्यक्ष आईक्यूएसी से निर्देश प्राप्त हुए हैं कि नैक की तैयारी के तहत प्रयोगशालाओं का ऑडिट भी किया जाना चाहिए। इसकी तैयारियों से संबंधित कुछ सुझाव दस्तावेज के रूप में तैयार किए गए हैं। कृपया अपनी तैयारी में अधिक से अधिक संबंधित सुझावों को शामिल करें।

अतः आपसे अनुरोध है कि अपने विभाग की सभी प्रकार की प्रयोगशालाओं की तैयारी यथाशीघ्र दस्तावेजों के सुझावों का

पालन करते हुए समय से पूर्ण करने का कष्ट करें।

एक टीम के अध्यक्ष आपसे यथाशीघ्र संपर्क करेंगे और आपके विभाग से संबंधित प्रयोगशालाओं के ऑडिट की तिथि निर्धारित करेंगे।

सम्बंधित दल को आप से और आप के विभाग से पूर्ण सहयोग की अपेक्षा का विश्वास है।

धन्यवाद।

आपका भवदीय।

वेंकटेश

To.

The Head of Department,

Sir

In order to make you all aware of the above subject, instructions have been received from Hon'ble Chairman IQAC that as part of the NAAC's preparation, the laboratories should also be audited. Some suggestions related to its preparations have been prepared in the form of documents. Please include as many related suggestions as possible in your preparation.

Therefore, you are requested to complete the preparation of all types of laboratories of your department as soon as possible following the suggestions of the documents and complete them on time. A team head will contact you as soon as possible and schedule an audit of the laboratories belonging to your department.

The concerned team is confident of expecting full cooperation from you and your department. Thank you.

With best regards.

venktesh

Denartment Names

	Det	ditti	ient Names
1	Department of Life Science	9	Department of Computer Science
2	Department of Environmental Science	10	Department of Mass Communication and Media
3	Department of Bioinformatics	11	Department of Physical Education
4	Department of Geology	12	Department of Commerce and Business Studies
5	Department of Biotechnology	13	Department of Psychological Science
6	Department of Pharmacy	14	Department of Economic Studies and Policies
7	Department of Chemistry	15	Central Instrumentation Facility
8	Department of Physics	16	Common Computer Lab

A – Acceptable/Meeting Requirements;

D - Deficient/Not Meeting Requirements; N/O - Not

Observed;

N/A - Not Applicable

## Safety Resources: Are the following readily available in the Laboratory?

Laboratories Safety Policies and Procedures Manual	A	D	N/O	NA	Comments
Health Safety Resources, Policies and Procedures Manual	K	D			
Standard on Occupational Exposure to Hazardous Chemicals in Laboratories Manual	4	D			
Chemical Waste Policy Manual	N.	D			
Noise Policy Manual				NA	
Chemical Hygiene Plan manual	-	D			
Current Safety Data Sheets (SDS)	1	D			
Infection Prevention Manual	-	D			
Radiation Safety Manual				AM	
Disaster Preparedness Manual			100	ACA	
Site-specific (Laboratory) Fire Plan Manual	P	0		V)h	
Laborator	у Н	ouse	keepin	g	
Are passageways unobstructed?	A		17		
Are floors, walls and ceilings clean and well maintained?	A				
Are bench tops, drawers and sinks clean and well maintained?	4	15			
Are storage areas well organized and free of clutter?	A	ç.			
Is shelving stable and not overloaded?	A			NE	
Is shelving stable, free of extraneous material and not too high?	A			r-n	
Is the workplace free from accumulation of equipment, redundant chemicals, contaminated waste or rubbish?	A	×4	*		
Are chemical storage facilities in good condition?	A				
Are walkways free of obstruction?	A	2			
Surfaces appear to be cleaned and decontaminated after work is performed (no chemical residue, dust, biohazards, etc.).	A	2			
General work space, storage areas, and bench tops appear uncluttered and orderly.	A	4			
No slip, trip, or fall hazards are present. Aisles and exits are free from obstruction	A	4			-+
No glass containers are stored on the floor.	A	45			
Trash bags & sharps containers are removed	A			Jen	

when full.	A					
Corrective Action: Com	plet	ed by	<i>j</i> :		Date:	
		-		Yes		
General Sa	afet	y Av	varenes	S		
Is there general safety awareness orientation of the "New Students and employees conducted?	196	D				
If YES. How frequent?						
Working	g En	viro	nment			
Is the room temperature comfortable?	A			ALL .		
Are windows in clean & safe condition?	A	View				
Are blinds fitted to reduce glare or temperature?		D				
Is lighting adequate in all area?	A	W				
Is extra lighting provided for close work where needed?	A	35		KIT		
Personal Pro	tec	tive	Equipm	ent		
Is there personal protective equipment available in the laboratory?	4	D				
Manu	ial I	lanc	lling			
Are stepladders or footstools used to reach high shelves?		D				
Are heavy & awkward items stored at waist height where possible?			110	W.		
Are trolleys or barrows available for moving heavy or large loads?			4/0			
Biolo	gica	al Sa	fetv			
Is hand washing sinks available in all areas where	Бісс	50	ccy			
work involving potentially infectious materials is performed?	A	1				
Are all sharps disposed of in an approved puncture-resistant container?	4		ola			
During transport, are all potentially infectious materials placed in a secondary leak-proof container?			No	ter		
Are mechanical devices (i.e. forceps, hemostats, dust pans etc.) available and are they used by employees to pick up broken glassware?			NO		40	
Are surfaces on which work involving blood and blood products is performed, routinely wiped down with an approved disinfectant at the end	14		Mo			

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of the procedure or immediately following a spill?					
Are personnel aware of appropriate biological spill procedures?	1-1	D			
s regulated medical waste collected in containers that are clearly labeled or color-coded as "bio-hazardous"?	le-		olu		
Are all refrigerators and freezers used to store potentially infectious materials labeled with the universal biohazard symbol?	1	D			Refrigerator Not working properly
Have all biological safety cabinets been certified n the past year?	4	D			92,4
Are eating, drinking, applying cosmetics and lip balm, and handling contact lenses prohibited in areas in which there is any risk of exposure to potentially infectious materials?			No	NE	
s the storage of food and drink prohibited, in refrigerators, and other appliances, used to store potentially infectious materials, reagents, or hazardous chemicals?			No	ŊΆ	
Workspaces (e.g., bench-tops, fume hoods, bio- safety cabinets) organized and clean?	A			M9:	
Flammable liquids (including flammable waste and glacial acetic acid) stored in flammable storage cabinets? (Note: Up to 10 gallons per control area (NOT individual lab) may be stored outside of cabinets.)	F		NO		
Food and drinks stored and consumed away from toxic materials?	L			AK	
"Chemical Waste Compliance" poster is posted in the location where hazardous waste is accumulated?	A		No		
Chemical containers and hazardous waste containers are clean, structurally sound, and closed when not in use?		D		18	
Approval is documented for work requiring additional registration (Animal research with IACUC, rDNA with IBC).		D			
Inventory of Biological Agents is submitted annually to CUSB.	A		NO		
Approved disinfectant is in use and bleach solutions are freshly prepared (within 24 hours).	P	D			
Are drying facilities available in the lab?	12	11-1-1	NID		*
Are there enough toilets for men and women within reasonable distance?	A				
Are toilets & washbasins clean & in working		D			

Harry 23/06/22

order?							
Are got & cold (or warm, normal) running wa	ater,		_			1911	f avertivalis.
soap and towels (or other cleaning / hand dr	ying	1	D				
facilities) provided in the toilets?							
Corrective Action:	Com	plet	ed b	y:			Date:
C	old F	Roo	m Sa	afety			
Cold room has an emergency rele	ease			11/0			
mechanism.				12/0			
Cardboard is not stored in the area.				NO			
Asphyxiates and hazardous gases are not use	d in						
cold room, unless adequate ventilation is present.				NO			
General housekeeping is observed and the	area			.1 -			
is organized, uncluttered, and sanitary.				No			
Expired/abandoned samples are not stored.				NIO			
				PACKET A			
Kitche	enet	tes	/ Te	a Room	IS		
Are staff & Students warned & supervised	d to						
ensure there is no eating, drinking or smoking	g in			NO	-		
the lab?	5						
Are rest & eating facilities provided outside	the	114		1			
lab?		l'il	D				
Is drinking water available?			D				
Are power points & cables a safe distance f	rom			NO			
wet areas?				15/0			
Are microwave oven door seals clean undamaged?	and			NO			
Is a fire blanket provided where electric coo	kers			MIC			
are used?				NO			
Corrective Action:	Com	plet	ed b	y:			Date:
		er S	afet	ty			
Laser SOP available to authorized users	and				ALLA		
training documented.					AIM		
	with				Als		
appropriate caution signs.					Alu		
Beam stops are present at the end of all be	eam				Aln		
paths and are non-combustible.					11/11		
Approved safety glasses are available.				NB	NIA		
					1000		
Corrective Action:	Com	plet	ed b	y:			Date:

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23/06/22

	Fire	Sa	fety	<b>/</b> :				
Has each employee participated in at least o	ne			No				
fire drill in the past year?				NIO				
Are employees familiar with the location of f	ire	N						
extinguishers and pull alarms?		A						
Are all fire alarms visible, unobstructed, a accessible?	ind	A	Đ					
Is the fire alarm audible from all parts of the lai	b?		D					
Are aisles kept clear and unobstructed at times?	all	A	ac-					
Are open flames or Bunsen burners used in t lab?	he			No				
Are all fire extinguishers/equipment suitable appropriately located, mounted and identified		A						
Are fire hose reels regularly checked?				NIO				
Are all fire extinguishers regularly checked?				NIO				
Visually, do the fire sprinklers and/or detect heads appear free from damage?	tor	A		1.10				
Sprinkler heads are unobstructed with an 1 clearance below sprinkler heads around ent room.	etido.	A						
Fire extinguishers available, appropriate for ty of hazard, inspection dates recorded, a unobstructed access with 3-feet clearance.	7	A						
Fire alarm strobes are visible from all locations.		A	1					
Are supplies of flammables and combustil liquids reasonable for the lab's needs?	i. L.	A						
Are there fire extinguishers available in are where flammable and combustible materials a handled and stored?		A						
Do all workers know where the outside assemble point is located?	bly	A	Ţ.					1+3
Is emergency power adequate for t functioning of the lab?	he	A						
Does the lab avoid placing electrical devices no water sources?	ear	A			PE.	J., 8		
Is all wiring in the lab in good condition (e.g. damaged cords, etc.)?	no	A						
Does the lab avoid overloading outlets and usi extension cords as substitutes for permane wiring?	ing ent	A						
Corrective Action:	Com	det	ad b				Data	
Corrective Action:	Comp	nett	ed D	/:-			Date:	

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Chemical Safe	ty a	nd	Manage	ment	
Are precautionary labels present on the containers of all hazardous chemicals that include the chemical name, type of hazard, and what to do if accidental contact occurs?		1,	8		
Has annual review and evaluation of the effectiveness of the lab's Chemical Hygiene Planbeen done?			NO		
Are potentially reactive chemicals stored separately?	A				
Are all incompatible chemicals appropriately separated during storage to reduce the risk of potential reactivity?  • Are acids and bases stored separately near floor level?  • Are oxidizers separated from organics?  • Are water-reactive separated from water sources?	1		No		
If formalin is handled in your lab, has formalin monitoring been done in the past?  Date?			olin		
Was formalin monitoring required and performed in the last year (as the result of a new or change in process or procedure)?  Date?		0	n/o		
Have the lab's chemical fume hood(s) been certified in the past year?  Date?	Te.		n/o		
Are chemical fume hood work surfaces free of clutter?	P		11/0		
Are chemical storage cabinets well-maintained and free of rust?	A		¥C.		
Are appropriate supplies (e.g., spill kits) and instructions for use available in areas where potential spill of chemical hazards exist?			NIO		
Are employees aware of how to report major chemical spills appropriately?	A		N. Carlotte		
Are all compressed gas tanks secured in an upright position away from any open flames or other sources of heat?	(10)		NIO		
Is there no more than one extra cylinder of compressed, flammable gas at any one work station?			No	eh -	*)
Is there plumbed eyewash in every area where hazardous chemicals which may cause skin or eye damage are used (e.g. chemicals that are	A				

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United States of the Control of the					
irritating, corrosive, toxic by contact or absorption)?		- 1			
Are eyewashes tested and documented on a weekly basis?		4	No		
Is there appropriate signage indicating the location of the eyewash?		D	ayl y		
When decanting or entering an open container of liquid nitrogen, are appropriate gloves and a face shield worn?			No	D.F	
Is the storage and use of liquid nitrogen confined to a well-ventilated area?	E		110	07	
Are secondary containers (i.e. plastic bottle carriers) available for transporting glass containers (larger than 500 ml) that contain hazardous chemicals?		D		Make	Tray Available
Is eating and drinking prohibited in areas in which hazardous chemicals are used?		D		(2)	
Is the lab aware of and <u>compliant</u> with the Guidelines for Sink Disposal of Chemical Substances?	A	3			
Are chemical waste containers properly labeled (labeled "Waste Name of Chemical" and date waste is first placed in that container)?		D		252	
Are proper waste container management practices utilized during storage? (capped, in secondary containment, proper container, not overfilled, no visible contamination on outer container, not stored >90 days after start date)		D			
Is the lab using only designated waste containers for storage of waste? Note: The lab must not reuse reagent containers for storage of waste.			No	118	
Are unknown chemicals labeled as "Waste Unknown" and dated, and disposed of within 30 days?		1	ијо		
Has the lab reviewed chemicals stored in the lab within the last year to sort out obsolete chemicals that need to be discarded?			NIO	199	
Is Universal Waste (used rechargeable batteries, fluorescent bulbs, or mercury thermometers) stored in the laboratory? If yes, are the containers labeled and dated? If yes, is the lab aware these waste items cannot be stored in the lab longer than one year?			nlo	HÐ	
Is the lab using autoclave tape that contains lead?		D		vie	
Chemical Hygiene Plan (CHP) is available to					

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personnel working with hazardous chemicals. Lab specific CHP is current and documented.	A							
Standard Operating Procedure (SOP)								
	٨							
documented for particularly hazardous chemicals	A							
and/or high-risk procedures.								
Chemical inventory is submitted annually.	A							
Chemical containers are labeled with contents,								
appropriate hazard warnings, and expiration	A	1						
dates.								
Time-sensitive chemicals (i.e. peroxide formers)								
- ''() ' [ - ''() ]	17	D						
are labeled with date opened and removed as		D						
hazard waste when expired.		-						
Chemical storage is well organized and								
incompatible materials are segregated	pho.	D				411	Part I	
(oxidizers/flammables, acids/bases).								
Hazardous materials/liquids are stored below								
eye level (not on the floor) and are stored in		ts.	11/0					
secondary containers.								
Chemicals are stored in compatible containers								
and the state of t	123							
and cabinets (acids in non-metal cabinets,	A							
flammables in approved cabinets, refrigeration).		<u> </u>						
Chemical containers are kept closed.	A							
Unnecessary, unused, or outdated materials are		9.7	NIO					
removed for hazard waste disposal.		1	11/0					
Flammable liquid storage cabinets are properly			265					
labeled, kept closed, and have no materials			NIO					
stored on top of them.			1.10					
Stored on top of them.								
Corrective Action:	000	lotor	by:			Date:		
Corrective Action:	omp	ietet	J Dy.			Date.		
Radia	tion	sa	fety:					
Are any radioactive substances handled in the								
lab?				NIA				
1 1 Comment of the Co				10.141				
If yes, are all employees aware of safe policies				AH				
for handling tissues containing radioactive				14/4)				
materials?								
Is main door is marked with the sign of				MA				
Radioactive warning?				577.00				
Are there clear instructions for the use of				Alla		1.0		
radioactive materials?				MA				
Is there a safe method of storage?				AIM				
Is there a safe method of disposal?				AK				
Are all radioactive substances correctly labeled?				AU				
Are workers health checks, if required, up to				and the same	14			
date?				AIM				
uate:				1.7				1916

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to the second se						
RECO	RDI	KEEP	PING			
Findings identified on previous self-inspections have been corrected and corrections have been documented?	A		an e			
Administrativ	liscellar	neous				
Are laboratory safety behaviors consistent with organizational expectations?	41		No			
Are SOPs or safe working rules specific to the laboratory developed and implemented?	A	1				
Are staff trained or instructed on the SOPs and lab safety rules?	A					
Are records kept of personnel trained or instructed, maintenance & servicing, and testing of equipment?	A					
Is the signage on the laboratory door or entrance correct, adequate and up to date?	A					
Have all current staff/students working in this lab undertaken the specific lab induction.			NIA			
Are floors clean, dry, and free from slip/trip hazards?		D				
Is there a procedure on safe Laser usage?	J.		110			
Corrective Action:	Co	mple	ted by:		Date:	
Entr	v ar	nd Ex	cits			
Are exits and corridors free from obstruction?	A					
Are exit signs illuminated and clearly visible?	1	D				
Are there an adequate number of exits?	A	The state of				
Are all exiting doors unlocked?	A					
Is emergency lighting installed?		3	No			
People v	vith	Die	hilitios			
	VILII	DISC	Dillicies			
Is there access for people with impaired mobility?	A	1		718		
Is there access to disabled toilets within reasonable distance?		D		17		
Do emergency evacuation procedures include people with disabilities?		D		12.5		
Compress	od C	ine (	Vlindo	76		
Gas name/label on shoulder of each cylinder	cuc	Ja5 (	1,50	3		
clearly legible?			NO	1.9		

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Are fuel cylinders separated from oxidizing					
cylinders?	A			AIM	
Are cylinders secured by brackets or chains?			NIO		
Are empty cylinders separate from full cylinders					
& clearly identified?	W.		11/0		
Are acetylene cylinders that are not in use stored outside of building?				NA	
Are all gas cylinders stored in a well ventilated area?	A	3			
Are cylinder valves closed when not in use?	A				
Does testing for gas leaks occur?			NIO		
Cylinders properly chained, secured, and clearly labeled with contents. Storage in dry, ventilated, fire-resistant location. Caution signs posted for gas type hazard (flammable, toxic, oxidizer, etc.)	A				
Cylinder caps on reserve cylinders. Empty cylinders labeled and stored separately.	A				
Incompatible cylinders stored separately (oxygen/flammable 20' or 5' fire wall).			NIO	216	
Cylinder equipment (regulator, tubing, etc.) is compatible with gas and in proper working order.	A				
	mple				Date:
Electrical Installa	tion	is/ I	electrica	al Safe	ety
Are power leads in good condition, no trip hazards?	A	B			
Is in-service inspection, testing & tagging of portable electrical equipment done in accordance with the procedure for Electrical Equipment Inspection and Testing?			nlo		
Are adequate power points available & unobstructed?	A	1			
Are switches & power points in good condition (no cracks, loose face plates)?	A				
Are double adaptors or piggy back adaptors avoided?	A				
Are circuit breakers & main isolators clearly marked?	A	1			
Is excessive use of extension cords avoided?	A	7			
Is temporary wiring avoided?	A			THE	•
Have electrical ignition sources been controlled in flammable environments (e.g. intrinsically safe	A				

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				44		
Are excessive power boards being avoided?						
Is an appropriate fire extinguisher i.e., CO2 or dry powder available adjacent to any electrical switchboard?						
Equipment does not have frayed or damaged wiring.	A			Cr a		
Extension cords are not being used as permanent wiring.	A			419		
Power strips are suitable for the load involved and are plugged directly into the outlet (not "daisy-chained").	67			17		
Corrective Action: Cor	nplet	ed b	y:		Date:	
Machinery a	nd N	laio	r Equip	ment		
***************************************	Tu					-
Are operating instructions/safety signs adequate & clear?	A					
Are safety glasses areas clearly sign posted?		D		1 11		
Are emergency stop switches accessible, red in colour?	1		11/0			
Do interlocks on machine guards operate, with regular testing?			4/0			
Are moving parts, belt drives, shafts, fans appropriately guarded?	A					
Are machines & equipment free from obstruction?	A					
Is there adequate distance between machines & equipment?	A					
Are all Lasers pointing away from doorways and corridors?	A		11/16	Pa <sup>c</sup>		
Can you hear someone two meters away talking in a normal voice, while machines/equipments are in use?			11/0			
Corrective Action:	Co	mple	ted by:		Date:	
	Circa.	A:-1				
	First	AIG				
Are there trained first aid personnel?		D		-		
Are there first aid kits available and adequately		D				
stocked for the types of hazards and level of risk i.e. chemical burns?		ע				
Are first aid personnel identifiable?		D				

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Emer	gend	cy F	roc	edures			
Has an evacuation drill taken place in the last months?	12			4/0	n fa		
Have emergency procedures been establish for specific hazardous circumstances includi spills?	FE 25 0 1	98		olu			
Are there suitable spill kits available, stocked a identifiable relevant to the area? i.e. Laborato Spill Kit, 240L Wheelie Bin		ń		No	T=A		
Are staffs adequately trained to deal with min spills?	or	M		NIO			
Are staffs aware of response procedures fining and major spills?	for			11/0			
Are emergency plans and contact number displayed?	ers	6		nlo	1-74		
Are regular evacuation drills carried out?				No			
Are emergency manifests established for tarea and available in an accessible area emergency staff?		1)		11/0			
Eye wash/safety shower in good working ord covers in place, and pathway unobstructe Eyewash flushed monthly and date documented. Personnel are aware of the eyewash/shower location and know how operate the equipment.	is he			110			
A chemical and/or biological spill kit for mir spills is available.	nor		Try	No	1		
First aid medication/antidotes are available a within expiration dates. (i.e. calcium glucona for HF exposure).	0.000.23		15,	No			
	ind ith		7	No			
Registration is current & emergency continumbers/location details are posted.	act	A		No			
Evacuation routes are posted in comm hallways. Personnel know the evacuati procedure, meeting site, and location of near fire alarm.	ion			No			
Corrective Action:	Comp	nlet	ed h	v.		Date:	
COTTECTIVE ACTION:	COIII	rict	eu D	1.		Date.	8
G	ener	al	Prac	tice		1	
Caution signs on the door and equipment for a specific hazards (UV, Laser, Radiation, Biohaza	any		D			- /	

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noise, high voltage, etc.)								
Food & household products used in chemical or								
hazard area are labeled "not for human			- 1	11/0				
consumption" or "lab use only."				***				
Household appliances (refrigeration	ors			0,				
microwaves, blenders, grinders, etc.) are labeled				NO				
for "lab use only."			13/0					
No evidence of eating, drinking, smok	ing							_
applying cosmetics, or mouth pipetting inside the					AIM			
space.					1.10			
Entry doors kept closed at all times and locked								-
when unoccupied to maintain security.	Keu	A						
when unoccupied to maintain security.								
Corrective Action:				1010			NAME OF	
Corrective Action: Con			mpleted by:				Date:	_
	_							
Engineerin	-	ontr	ols a	& Venti	ation			
Chemical fume hood (CFH) not being used					ATT SEC.			
chemical or equipment storage. Air foil & r	ear				17 10 1			
baffle unobstructed. Excess equipment	is		D	The state of				
mounted to aid in air circulation.								
CFH sash is at or below minimum height (1	8")		D		MIR			
when in use and kept closed when not in use.			D					
Access to CFH/LEV is unobstructed.			D					
Fume hood inspection certification is current			D	06241	7 7			
performed annually by CUSB.			ע		fige.			
Local exhaust ventilation (LEV) is in use and in			P					
good working order (i.e. snorkel, dust collector)			P					
Biological Safety Cabinet (BSC) is certifi	ed,	-						
cleaned/decontaminated, not used with volatile			0					
chemicals or open flame. Vacuum lines w/filters			7.5					
and disinfectant traps. HEPA filter replacement.								
Is there enough fresh air, without draughts?			D					-
Is extra ventilation systems provided to remove				7.50				-
fumes?		111	D					
Are ventilation systems tested annually?				NIO				
		72		1511 0				
Corrective Action:	Com	nlete	ed by	۷٠		Da	ite:	
	-	p.1-2-2.						-
Wa	ste I	Mar	1200	ment				-
Hazardous waste containers are labeled w	-	riai	uge	ment				
			1					
contents, accumulation start date, a generator.	and		77					
	-55		31				-	
Waste containers are kept closed to prevent off			D					
gassing discharge.								
Hazardous wastes are removed for disposal								

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