

Lab Safety Items to Check when self-monitoring¹

This list is describing safety equipment that everyone should know where to find and daily notice any faults. Everyone have a responsibility to report any faults detected.

Fire doors

Check that:

- the door is not damaged.
- the door releases from the magnet (if there is a magnet) – use the door closing button.
- the door closes completely and cannot be pushed open when closed.
- the door is tightly sealed (max. 10 mm gap at the bottom edge against the floor).
- the door closer closes the door completely after opening (open 10 cm and release).

Fire blanket

Check that:

- the fire blanket is in the correct place, is hung up visibly and is easily accessible (i.e. not blocked).
- the fire blanket holder is intact and the fire blanket is not hanging out.

Fire extinguishers

Check that:

- fire extinguishers are in the correct place, are clearly visible and are firmly attached to the wall.
- fire extinguishers are easily accessible (i.e. not blocked) and can be lifted up easily.
- the extinguisher's seal is intact.
- the extinguisher is clearly marked (so it can be seen from a distance).
- the extinguisher has had its annual check carried out (max. 1 year and 1 month ago).
- the extinguisher's pressure is adequate (only applies to foam extinguishers) – the needle should be within the green field.

Fire hydrant

Check that:

- the fire hydrant is easily accessible (i.e. not blocked) and is easy to open.
- the fire hydrant's hose is rolled up and intact.
- the fire hydrant's nozzle is attached and intact.
- the fire hydrant is clearly marked and labelled.
- the fire hydrant has had its annual check carried out (max. 1 year and 1 month ago).

Evacuation signage

Check that:

- the evacuation signage is clearly visible (not blocked or obstructed).
- the evacuation signage shows the correct evacuation direction.
- the evacuation signage is illuminated.

Alarm button

Check that:

- the button box is clearly accessible (not blocked) and intact.
- the safety glass is intact (sometimes under a protective cover).
- the button box and its cables are properly attached to the wall.

Evacuation route

Check that:

- the entire length of the evacuation route is free from blockages and obstacles.
- all doors in the direction of evacuation can be opened without a key, code or key card (by using the emergency knob/handle) to get out.

¹ When a formal check is done, the protocol "Neo - checklist for self monitoring of fire safety installations" found at <https://staff.ki.se/neo-work-environment-and-safety> has to be filled in (or the online version in Klara, when implemented). The formal check is normally done by the fire safety controller in each group.

Evacuation plan

Check that:

- the evacuation plan is clearly visible (not blocked or obstructed).
- the evacuation plan is correctly positioned and correctly oriented in relation to reality.
- all the positions of symbols for extinguishers, evacuation signs, etc. correspond with their actual positions.
- information about the assembly point is correct.
- the emergency number 112 for the emergency services is stated and correct.

Evacuation station

Check that:

- the station is easily accessible (i.e. not blocked).
- the Fire Warden vest is placed in the correct location.
- the instruction card is kept together with the vest.
- the torch is working and charging.

General orderliness

Check that:

- empty packaging and other rubbish is not left lying around, but is taken to the recycling station or waste room.
- coffee machines/kettles are connected to electrical outlets fitted with timers.
- hotplates/stoves are fitted with timers.
- fluorescent lamps are not flashing (can cause overheating and fire).

Defibrillator

Check that:

- the defibrillator is in the correct location.
- the defibrillator is easily accessible (i.e. not blocked).
- the electrode patches are connected to the defibrillator.
- the expiry date for electrodes and batteries has not passed (the date is normally stated on the electrode packaging and the defibrillator).

First aid/plaster board

Check that the board:

- is in the correct location.
- is easily accessible (i.e. not blocked).
- is stocked with the necessary plasters and dressings.

Eye rinse

General:

- Check that the eye rinse equipment is easily accessible (i.e. not blocked).

For eye rinse equipment with water connected:

- Rinse through and check that the water is clean and has sufficient pressure.
- Check the temperature of the water (should be between 20-30°C).

For eye rinse equipment in a bottle, check that:

- the bottle is unopened.
- the expiry date has not passed.