

Laboratory Safety Record Form Sample

The **laboratory safety record form sample** is an essential document designed to track and maintain safety protocols within a lab environment. It helps ensure compliance with safety standards by systematically recording incidents, inspections, and safety training. Proper use of this form promotes a secure and efficient workspace for all laboratory personnel.

Lab and Personnel Details

| | | | |
|-------------------------|--|----------------|--|
| Laboratory Name/Number: | | Date: | |
| Supervisor/PI: | | Phone/Contact: | |
| Lab Location: | | | |

Inspection & Safety Checklist

| Item | Yes | No | N/A | Comments/Action Required |
|---|-----|----|-----|--------------------------|
| Personal Protective Equipment (PPE) Available | | | | |
| Chemical Storage Proper | | | | |
| Emergency Exits Accessible | | | | |
| First Aid Kits Stocked | | | | |
| Fire Extinguishers Inspected | | | | |
| Spill Kits Available | | | | |
| Waste Disposal Procedures Followed | | | | |

Incident Reporting

| Date/Time | Nature of Incident | Persons Involved | Immediate Action Taken | Follow-up/Comments |
|-----------|--------------------|------------------|------------------------|--------------------|
| | | | | |
| | | | | |

Safety Training Log

| Date | Training Topic | Conducted By | Attendees | Remarks |
|------|----------------|--------------|-----------|---------|
| | | | | |
| | | | | |

Additional Notes

Record any recommendations, follow-up actions, or general observations related to laboratory safety here:

| | | | |
|----------------------------------|--|-------|--|
| Completed By (Name & Signature): | | Date: | |
|----------------------------------|--|-------|--|