



CEM OHSE Units's: Research Student/Staff/Visitor Exit Checklist

Name: _____ Research group: _____

Lab: _____

The following checklist must be completed under the supervision of the Research group's SHE Representative.

1. Fume hood and cupboard underneath cleared & cleaned out.
2. Work bench and cupboards cleared & cleaned out.
3. Chemicals labelled according to family code & placed in chemical store/fridge/freezer accordingly.
4. All glassware/utensils washed/cleaned, handed in & neatly stored away.
5. All magnetic stirrer block, heating mantles, automatic pipettes cleaned and handed in/neatly stored away.
6. Write up area cubicle: desk, cupboard, drawer cleaned out.
7. Project samples / intermediates - to be kept - are clearly labelled:
 - Name
 - Sample code
 - Structure
8. Inventory & container with samples handed over to lab manager or supervisor.
9. All other project samples discarded in the correct waste stream.
10. Fridge/freezer space to cleaned out.
11. Removed from Chem Vula sites.
12. Access control arranged with Admin office to be removed.
13. When required: proof provided that UCT's OH Unit completed an exit medical?

Name and signature of Visitor/Student/Staff

Name and signature of SHE representative

Signature: OHS Officer/LHSIS