



WEEKLY EYE WASH STATION PROCEDURE & CHECKLIST

- Inspect emergency eyewash stations on a **weekly** basis; log name and inspection date on the tag. (A fire extinguisher tag can be used for this or the checklist below can be used and placed in a duotang or binder.) If deficiencies are found and the extinguisher tag is what is used—record and keep available the checklist filled out.
- The eyewash station check is to be done at the same time as weekly water flushing is completed for consistency.
- If the eye wash unit drains to the floor, place a bucket under to catch the water.
- Activate eye wash station and allow water to run for at least 3 minutes and long enough to flush out stagnant water.

If the answer to any questions in this checklist is “no” or if there are other concerns, immediately advise the Plant Services department to repair.

School:	Date of Inspection:		
CHECKLIST QUESTION	YES	NO	ACTION
Is the eyewash identified by a highly visible sign?			
Does the eyewash have clear operating instructions adjacent to the eyewash station?			
Is the area surrounding the eyewash station free of all obstructions?			
Is the unit free from sharp projections in the operating area of the unit?			
Is the eyewash easily activated?			
Are the nozzles equipped with protective covers?			
Are the covers removed by activation of the eyewash?			
Is the water flowing from all eye pieces?			
Is the flow of the water of equal height?			
Is the flow of water clear?			
If the water is not initially clear, does the flow become clear after a few minutes?			
Does the spray pattern deliver a steady stream of water (i.e. flow is not further divided?)			
Does flow remain on when the operator removes his/her hand?			
Does the water drain from the bowl/sink?			
Other concerns?			