

LAB SAFETY INSPECTION CHECKLIST

Inspection Date:	Building name:
	Room #:
Inspected by: Alicja Zachertowska Senior Health and Safety Consultant (Laboratory) Environmental Health and Safety	PI/Lab Manager:
Follow-up Required: YES NO	

INSPECTION CHECKLIST

I. HAZARDOUS MATERIALS CHEMICALS/REAGENTS

#	Issue/Item	Yes	No	NA	Comments / Follow-up Actions
1	Proper labels on all containers				
2	HECHMET inventory up to date				
3	Chemicals safely & compatibly stored				
4	Flammables stored in flammable cabinets				
6	Flammable cabinets well maintained				
7	Fridge safe for solvents sign ON				
8	No sign of disposal of hazardous waste through the sewer system				

II. COMPRESSED GASES

#	Issue/Item	Yes	No	NA	Comments / Follow-up Actions
1	Cap on gases not in use				
2	Gases secured at 2/3 height				
3	Regulators are in good condition				
4	Incompatible gases are segregated				
5	No storage of excess gasses in the lab				

III. WASTE/SURPLUS CHEMICAL DISPOSAL

#	Issue/Item	Yes	No	NA	Comments / Follow-up Actions
1	Waste containers are in good condition.				
2	Waste containers are labeled with waste content				
3	Waste on the floor is contained				

IV. SYRINGES & SHARPS

#	Issue/Item	Yes	No	NA	Comments / Follow-up Actions
1	Sharps containers available				
2	broken glass in yellow bags and pails				
3	Slides and sharps are not in the garbage				

V. GENERAL LAB PRACTICES

#	Issue/Item	Yes	No	NA	Comments / Follow-up Actions
1	Work and storage areas are not cluttered. access to the exit is unrestricted. No food or drinks can be found in labs. A WHMIS hazard sign is posted on the door				

VI. SAFETY AWARENESS & INFORMATION

#	Issue/Item	Yes	No	NA	Comments / Follow-up Actions
1	SDS - location is known by users				
2	Unattended experiments are identified				
3	Lab members are trained (WHMIS, LAB SAFETY as minimum)				
4	Lab personnel is aware of hexmet inventory database and chemwatch				

VII. FUME HOODS

#	Issue/Item	Yes	No	NA	Comments / Follow-up Actions
1	Clean and unobstructed				
2	Certification valid				
3	The sash closed when not used				

VIII. SINKS, EYEWASH STATIONS AND SAFETY SHOWERS

#	Issue/Item	Yes	No	NA	Comments / Follow-up Actions
1	Eyewash station and safety showers unobstructed				
2	Eyewash was checked weekly and inspection recorded				
3	Sign prohibiting chemical disposal down the drain is posted				
4	Equipment maintenance records are available as required				

IX. ELECTRICAL SAFETY

#	Issue/Item	Yes	No	NA	Comments / Follow-up Actions
1	Cords in good condition, no piggybacking				
2	Extension cords are used safely.				
3	Equipment properly grounded				

X. EMERGENCY PREPAREDNESS AND SPILL CONTROL

#	Issue/Item	Yes	No	NA	Comments / Follow-up Actions
1	The spill kit is labeled, readily available, and stocked based on a local risk assessment.				
2	First aid kit stocked and readily available. Dressings are waterproof.				
3	Emergency telephone numbers are posted (e.g., Campus Community Police); a telephone is readily accessible.				
4	The fire alarm and fire extinguisher are not obstructed and easily accessible				
5	Emergency exit routes posted				

XI. PERSONAL PROTECTIVE EQUIPMENT

#	Issue/Item	Yes	No	NA	Comments / Follow-up Actions
1	Flame-retardant protective clothing is available when working with flammable liquids or pyrophoric materials.				
2	Nitrile gloves are readily available				
3	If working with cryogenic gases (liquid nitrogen), appropriate gloves and a face shield are readily available				
4	Safety glasses are worn in the work area. If there is a risk of splashes, then safety goggles are available. Glasses/goggles not shared.				
5	Closed-toe with low or no-heel shoes worn.				