Health and Safety Laboratory Inspection Checklist

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| Date of Inspection: | Building Name:  | Room Number: |
| Inspected by:  | Name of Laboratory Manager: (Normally the Department Chair for Teaching Laboratories and the Principal Investigator or designated Laboratory Manager in Research Laboratories) |
|  |  |  |  |
| Item # | Hazard | **Yes** | **No** | **N/A** | Recommended Action  | Action by: | Actions Taken (Within 21 Calendar Days) | Date Com-pleted |
| 1 | Gas cylinders have been secured. |  |  |  |  |  |  |  |
| 2 | Inter-reactive chemicals (eg. acids, bases, corrosives, oxidizers, flammables, sulfides, cyanides) are stored separately. |  |  |  |  |  |  |  |
| 3 | Poisons are kept in a locked cabinet. |  |  |  |  |  |  |  |
| 4 | Flammable solvents are stored in a flammable solvent cabinet. |  |  |  |  |  |  |  |
| 5 | Flammable solvent cabinets are located at least 1.5 m (5 feet) from the exits. |  |  |  |  |  |  |  |
| 6 | Refrigerators certified for Flammable Storage are used for volatile and flammable liquids. |  |  |  |  |  |  |  |
| 7 |  Flammable certified and non-flammable certified refrigerators are clearly identified. |  |  |  |  |  |  |  |
| 8 | The lab is free of food and food utensils. |  |  |  |  |  |  |  |
| 9 | Shelves are not crowded. |  |  |  |  |  |  |  |
| 10 | Shelves are secure and of sufficient strength to hold material |  |  |  |  |  |  |  |
| 11 | Materials are not piled too high or insecurely. |  |  |  |  |  |  |  |
| 12 | Large bottles and those containing hazardous or reactive materials are stored below eye level. |  |  |  |  |  |  |  |
| 13 | Chemical safety containers are available. |  |  |  |  |  |  |  |
| 14 | The MSDS library is complete and up-to-date. |  |  |  |  |  |  |  |
| 15 | All containers are labelled and legible. |  |  |  |  |  |  |  |
| 16 | A chemical spill kit is available and has been inspected within the past 3 months. |  |  |  |  |  |  |  |
| 17 | An eye wash station is available and accessible. |  |  |  |  |  |  |  |
| 18 | The eye wash station has been inspected within last 3 months. |  |  |  |  |  |  |  |
| 19 | A deluge shower is available and accessible. |  |  |  |  |  |  |  |
| 20 | The deluge shower has been inspected within the last 6 months. |  |  |  |  |  |  |  |
| 21 | Fume hoods have been inspected within the last 12 months. |  |  |  |  |  |  |  |
| 22 | Safety shields (for work with flammable or explosive chemicals and glassware subject to heat shock or vacuum) are available. |  |  |  |  |  |  |  |
| 23 | Emergency telephone numbers are posted in a conspicuous location. |  |  |  |  |  |  |  |
| 24 | A first aid kit is available and has been inspected in the past 3 months. |  |  |  |  |  |  |  |
| 25 | Suitable personal protective equipment is available. |  |  |  |  |  |  |  |
| 26 | Electrical equipment is in good repair. |  |  |  |  |  |  |  |
| 27 | Explosion proof electrical equipment (used in areas exposed to flammable vapours) is available. |  |  |  |  |  |  |  |
| 28 | All electrical outlets are outside of the fume hoods. |  |  |  |  |  |  |  |
| 29 | Extension cords are not overloaded and used only when someone is present. |  |  |  |  |  |  |  |
| 30 | Fume hoods are uncluttered. |  |  |  |  |  |  |  |
| 31 | Benchtop work areas are uncluttered. |  |  |  |  |  |  |  |
| 32 | Aisles are unobstructed. |  |  |  |  |  |  |  |
| 33 | Floors are in good repair. |  |  |  |  |  |  |  |
| 34 | A suitable fire extinguisher is available and has been inspected within the past month. |  |  |  |  |  |  |  |
| 35 | Exits are unobstructed. |  |  |  |  |  |  |  |
| 36 | Ultraviolet and other light sources are appropriately shielded. |  |  |  |  |  |  |  |
| 37 | A rigid container is used for the disposal of needles and other sharps. |  |  |  |  |  |  |  |
| 38 | Dewar flasks are taped. |  |  |  |  |  |  |  |
| 39 | A copy of the WSIB’s In Case of Injury at Work has been posted in a conspicuous location. |  |  |  |  |  |  |  |
| 40 | Mechanical equipment is properly guarded. |  |  |  |  |  |  |  |
| 41 | Other (specify): |  |  |  |  |  |  |  |
| 42 | Other (specify): |  |  |  |  |  |  |  |
| 43 | Other (specify): |  |  |  |  |  |  |  |
| 44 | Other (specify): |  |  |  |  |  |  |  |
| 45 | Other (specify): |  |  |  |  |  |  |  |