

Lakehead University Labs Inspection Checklist

Lab Supervisor: _____

Location: _____ Date: _____

Department: _____

Satisfactory (S) Unsatisfactory (U) Class (A, B, C, D) Not Applicable (NA)

1. HAZARDOUS MATERIALS

Chemicals/Reagents Y N

1.1 Proper WHMIS labels on all containers _____

1.2 Current inventory in Lab Filed with H&S _____

1.3 Safely & compatibly stored _____

1.4 Acceptable quantity flammables in lab and solvent/flammable cabinet _____

1.5 No solvent storage near exit _____

1.6 Flammable cabinet condition _____

1.7 Fridge safe for solvents or sign prohibiting solvent storage _____

1.8 Chemical transport or handling equipment available _____

Compressed & Liquefied Gases Y N

1.9 Proper WHMIS labels _____

1.10 Cylinders secured _____

1.11 Protective caps used, (storage) _____

1.12 Regulators appropriate _____

1.13 Glass dewars taped _____

1.14 Cylinder number appropriate for use _____

1.15 Stored in hallway/exit _____

Waste/Surplus Chemical Disposal Y N

1.16 Contents/amounts identified _____

1.17 Containers adequate _____

1.18 Properly segregated (halogenated/non-halogenated) _____

1.19 Stored appropriately _____

Syringes & Sharps Y N

1.20 Sharps containers available _____

1.21 Identified _____

1.22 Decontamination Procedures _____

Biohazard Materials Y N

1.23 Identified _____

1.24 Containment level posted _____

1.25 Biosafety cabinets _____

1.26 Waste containers available _____

1.27 Decontamination procedures _____

Radioactive Materials Y N

1.28 Identified _____

1.29 Inventory up-to-date _____

1.30 Weekly contamination monitoring _____

1.31 Waste containment _____

2. SAFETY AWARENESS & INFORMATION

2.1 Material Safety Data sheets in lab Hard copies available _____

2.2 Special procedures documented _____

2.3 Contact information posted, current _____

2.4 Unattended experiments identified _____

2.5 Signs appropriate (lasers, storage, etc) _____

2.6 Documentation of workplace training _____

3. LAB CONDITIONS

Lab Benches

3.1 Clean and good condition _____

Fume hoods Y N

3.2 Clean and unobstructed _____

3.3 Proper use known by users _____

3.4 Pilot light working _____

3.5 Airflow alarm tested _____

Floors, Aisles and Exits

3.6 Dry _____

3.7 Aisles, doorways, emergency exits unobstructed & marked _____

Sinks and Drains Y N

3.8 Clean _____

3.9 Water run to all drains regularly _____

3.10 Soap available _____

3.11 Paper towels available _____

3.12 Backflow preventer _____

Electrical Apparatus Y N

3.13 Wiring & cords in good condition _____

3.14 Equipment properly grounded _____

General Storage

3.15 Stored items easily accessible, not piled _____

3.16 Reasonable quantities of non-hazardous materials _____

4. EMERGENCY PREPAREDNESS

Spill Control

- 4.1 Bucket/gloves/bags available _____
- 4.2 Absorbent available _____
- _____
- 4.3 Neutralizing agent available:
available/stocked/appropriate _____
- Oxidizers _____
- Flammable solvents _____
- Infectious substances _____
- Water-reactives _____
- Air-reactives _____

5. PERSONAL PROTECTIVE EQUIPMENT

Eye and Face protection

- 5.1 Available, worn, policy posted _____

Eyewash Stations Y N

- 5.2 Good Condition _____
- 5.3 Suitable for hazard present _____

Gloves, Lab Coats and Footwear

- 5.4 Good condition _____
- 5.5 Suitable for hazard present _____
- 5.6 Proper footwear worn _____

General Lab Practices

- 5.7 No food/drink/utensils in lab _____
- 5.8 Chemical disposal training _____

Emergency Procedures

- 4.4 Lakehead University Emergency Procedures and Information posted _____
- 4.5 Fire alarm pull station accessible _____
- 4.6 First aid kit _____
- 4.7 Antidotes available (HF or CN) _____
- 4.8 Evacuation plan _____
- 4.9 Qualified first aider's posted _____
- 4.10 Personnel aware of accident reporting Procedures _____

Emergency Showers

Y N

- 4.11 Location known and identified _____
- 4.12 Accessible _____
- 4.13 Good condition and tested _____

Fire Extinguishers

- 4.14 Available _____
- 4.15 Seal intact _____
- 4.16 Use instructions reviewed _____
- 4.17 Appropriately located _____
- 4.18 Tested recently _____

Maintenance Items and General Comments (Indicate line number, use additional comment page if required):

Inspected by:

_____ ext _____
 _____ ext _____

_____ ext _____