

### EHS Laboratory Inspection Form

<b>Department</b>	
<b>Building # / room #</b>	
<b>Supervisor</b>	
<b>Inspection Date</b>	
<b>Inspection Conducted by:</b>	

The following are recommendations based on the results of the EHS laboratory inspection.  
A complete listing of items that were reviewed as part of the inspection is provided in Appendix A  
**Recommendations**

ITEM	RECOMMENDATION

**Action Required**

ITEM	ISSUE/REQUIRED ACTION	PRIORITY	RESPONSE/ACTION TAKEN	DATE/COMPLETED

Priority A: action required immediately  
 Priority B: action required within 2 weeks  
 Priority C: action required within 30 days

**Follow up:**

- No follow up required
- Email this report with completed section "Recommendations" and "Action Required" (if applicable) to [azachert@uoguelph.ca](mailto:azachert@uoguelph.ca) before the indicated dead line.

## Appendix A

The following items were inspected as part of EHS lab inspection (as applicable)

<b>ADMINISTRATIVE</b>
Personnel have taken all required training from EHS ( WHMIS 2015, Lab safety, Rad Safety, Biosafety, Worker/Supervisor Safety Awareness) AS REQUIRED
Lab manuals, SDS/MSDSs and operating instructions are available and reviewed by lab personnel
Training for all lab personnel is documented and documentation is maintained
Other

<b>General Laboratory Work Practices</b>
No evidence of food or beverages being consumed or stored in the lab
Laboratory benches and storage are uncluttered
Aisles and exits are unobstructed
Large / heavy items are stored on lower shelves
No storage of personnel belongings
Other

<b>PPE</b>
Personnel is wearing the adequate PPE (eye protection, gloves, lab coats, close toed shoes, etc.) as required
Lab coats and gloves are not worn in non-lab areas
Long hair are restrained and no hanging jewelry
Other

<b>Emergency Preparedness</b>
Fire extinguisher is: a. readily available, unobstructed, has locking pin intact, inspected conspicuous location
Safety shower is readily accessible and inspected
Eye wash station is readily accessible and inspected
Emergency exits are identified and known to laboratory personnel

First aid station is readily available
Chemical spill kit is readily accessible and contains minimum required supplies
All dirty rags used to wipe up flammable or combustible material are stored in ULC listed or equivalent metal safety containers
Other

<b>Engineering Controls</b>
Fume hood is operational and inspected
Sash is closed if fume hood is not being used
No Chemical being stored in the fume hood
Large equipment in fume hood is elevated to ensure effective air flow
Fume hood is neat, tidy and uncluttered
No evidence of chemical fume hoods being used for biohazards or radioactive materials
Electrical connections are outside of the fume hood
Sinks within fume hoods are protected from chemical spills
Fume hoods are fitted with a low flow alarm
Other

<b>Chemical Hazardous Materials Safety</b>
Chemicals Inventory System is updated
Flammable liquids are stored in approved ULC or equivalent flammable solvent cabinets
No evidence of flammable and/or combustible materials being stored in household fridges/freezers/cupboards
Household refrigerators and freezers are labelled as not appropriate to store flammable/combustible liquids
Flammable storage cabinets are well maintained and in good structural integrity
Incompatible chemicals are stored separately ( ei: bases and acids are stored separately) etc, as per Lab Safety manual section: 15

Containers are kept closed when not in use
Chemical containers are in good condition
Chemicals labelled appropriately
Access to MSDSs/SDSs is provided to lab users
Unstable substances such as ethers and peroxide forming chemicals are tested routinely tested and test are recorded
Flammable material are stored below eye level
No sign of disposal of hazardous waste through the sewer system
Spill kits are readily available
<b>Lab doesn't use Hg-based thermometers</b>
Other

<b>Compressed Gases</b>
Cryogenic liquids are dispensed and handled in well ventilated areas
Oxygen sensors are located in areas where volume of gas could result in dangerous displacement of oxygen
Gas cylinders not in use have protective cap in place
Cylinders are secured at ~ 2/3 of their height in an upright position.
Restraints/brackets are in good condition
Cylinders are well removed from doors, aisles, stairs and elevators
Cylinder cart is available for transport
Incompatible gases are segregated
Regulators appear to be in good condition

No more than 1 spare compressed gas of each kind is located in the lab
Other

<b>Waste Disposal</b>
Sharps containers are available for sharps disposal
Container is available for disposal of broken glass
Hazardous waste is stored appropriately
No evidence of the accumulation of hazardous waste
Sewage disposal sticker posted and is visible at each sink
No evidence of unacceptable sewer discharges to the sink
Other

<b>Equipment</b>
Instruction manuals and/or SOPs are available for equipment
Personnel are trained in safe use of equipment (e.g. autoclaves, centrifuges)
Moving parts and/or pinch points of equipment are guarded appropriately
Other

<b>Electrical</b>
Extension cords are not used as permanent fixtures
No evidence of piggybacking of extension cords
Electrical cords are in good condition (not frayed etc.)
Electrical hazards in the labs are identified
Electrical equipment is in a good condition and properly maintained
Other