

Laboratory Inspections Criteria

The following items form the checklist used during laboratory safety inspections:

Administrative

- 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

General Laboratory Work Practices

- 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 belonging

Personal Protective Equipment (PPE)

- 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 jewellery

Emergency Preparedness

- Fire extinguisher is 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

Engineering Controls

- 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

Chemical Hazardous Materials Safety

- 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 (e.g. 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
- Lab doesn't use Hg-based thermometers

Compressed Gases

- 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 ~ 3/4 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

Waste Disposal

- Sharps containers are available for sharps disposal
- Container is available for disposal of broken glass

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- 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

Equipment

- 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

Electrical

- 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

Source

URL: <https://www.uoguelph.ca/hr/about-hr/environmental-health-safety-ehs/ehs-programs-policies-guidelines-and-forms/ehs-programs-6>