

## Laboratory Safety Self-Inspection Checklist

Building Name: \_\_\_\_\_ Room #: \_\_\_\_\_

Department: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

Lab Contact (Last name, Name): \_\_\_\_\_

Lab Contact Email/phone number: \_\_\_\_\_

24-Hour Lab Emergency Contact: \_\_\_\_\_

EH&S inspects all labs on campus every 2 years. Lab supervisors are required to initiate regular self-inspections at least once a year and submit the inspection report to EHS.

To help you in your inspections, a Self-Inspection Checklist follows. This checklist doesn't address every possible safety issue but acts as a general guideline. Most check items are based on applicable regulations and/or the campus Lab Safety Program. Radiation and biohazard issues are not addressed here because they are highly specialized, and these labs receive targeted EH&S visits. More information is also available on the EHS website.

|  | Yes | No | N/A |
|--|-----|----|-----|
| <b>ADMINISTRATIVE CONTROLS</b>   |     |    |     |
| Personnel have taken all required training from EHS (WHMIS2015, Lab Safety, Rad Safety, Biosafety, Worker/Supervisor Safety Awareness) as required                   |     |    |     |
| All other required training is current and properly documented   |     |    |     |
| Lab manuals, SDSs, and operating instructions are available and reviewed by lab personnel.   |     |    |     |
| Is the lab equipped with an accessible phone, or a phone nearby?   |     |    |     |
| The emergency procedures are posted on the inside of the entrance to the lab   |     |    |     |
| Rooms containing regulated hazardous substances, such as infectious and radioactive materials, are posted with warning signs and appropriate                         |     |    |     |
| Chemical Inventory (Hechmet) is regularly updated  |     |    |     |
| Has EH&S posted outside the lab an emergency information contact sign indicating hazards within, responsible persons, and phone numbers? Is the information correct? |     |    |     |
| Are rooms containing regulated hazardous substances, such as infectious and radioactive materials, posted with warning/caution signs and appropriate authorizations? |     |    |     |

| GENERAL LAB SAFETY/LAB EQUIPMENT SAFETY   |  |  |  |
|---|--|--|--|
| First aid kit is readily available and adequately stocked   |  |  |  |
| Lab refrigerators are labeled "No Food or Drink" and "Attention, Storage of Flammable solvents or explosive materials prohibited" (available at EHS main office)  |  |  |  |
| Lab sinks are labeled "Warning, no disposal of flammable, toxic corrosive oily or other hazardous waste down drains. (Yellow sticker – available at EHS main office)  |  |  |  |
| Fire extinguishers are inspected, mounted to the wall, and readily accessible   |  |  |  |
| Are eyewash/safety showers available and inspected as required (eyewash weekly by lab users, safety showers every 3 months by physical resources)   |  |  |  |
| Benches and hoods are uncluttered   |  |  |  |
| Lab refrigerators are labeled "No Food or Drink" and "Attention, Storage of Flammable solvents or explosive materials prohibited" (available at EHS main office)  |  |  |  |
| Lab sinks are labeled "Warning, no disposal of flammable, toxic corrosive oily or other hazardous waste down drains. (Yellow sticker – available at EHS main office).   |  |  |  |
| Fire-rated lab doors are not propped open with a wedge or other devices.  |  |  |  |
| The lab is free from slip, trip, or fall hazards.   |  |  |  |
| Are aisles free of obstructions?  |  |  |  |
| Is proper Personal Protective Equipment (PPE) readily available for all personnel, including visitors, and worn when working in the lab? (Safety glasses or goggles, appropriate gloves, lab coat, apron, face shield, etc. NO SHORTS OR SANDALS) |  |  |  |
| Is the fume hood inspected annually and is the sash closed when the fume hood is not in use?  |  |  |  |
| Are all gas cylinders properly secured, valves shut off, gauges removed, and valve caps in place when not required for ongoing experiments?   |  |  |  |
| Are fuel gas cylinders and oxygen cylinders separated by distance and fire-resistant barriers, while in storage?  |  |  |  |
| Are all extension cords industrial grade when used cylinder valves shut off, gauges removed, and valve caps in place when not required for ongoing experiments?   |  |  |  |
| The lab is free from inappropriate or permanent use of extension cords  |  |  |  |
| The lab is free from Mercury containing devices such as barometers and thermometers   |  |  |  |

|  | Yes | No | N/A |
|--|-----|----|-----|
| <b>HAZARDOUS WASTE AND CHEMICAL SAFETY</b>   |     |    |     |
| All individuals who generate/prepare hazardous waste for disposal completed Lab Safety and WHMIS courses offered by U of G EHS and are familiar with the U of G Hazardous Waste disposal procedure.                              |     |    |     |
| Are all constituents in mixtures identified, as well as their concentrations? ( <b>DO NOT</b> use generic names, instead use proper chemical name(s).  |     |    |     |
| Are chemicals segregated according to hazard class and compatibility (oxidizing from organic acids, bases, flammables, etc.), into appropriate storage cabinets (corrosives, flammables) or labeled secondary containment trays? |     |    |     |
| Are stored chemicals segregated according to hazard classification/compatibility (acids, bases, flammables, oxidizers, water reactive, etc.)?  |     |    |     |
| A chemical spill kit is readily available and lab personnel is trained on how to use it  |     |    |     |
| Risk assessments have been conducted for chemicals with regulatory requirements such as formaldehyde, glutaraldehyde, benzene, methylene chloride, etc.<br>Identify specific chemicals:  |     |    |     |
| Are flammable liquids used/stored away from sources of heat and ignition?  |     |    |     |
| Do flammable liquid cabinet doors close and latch properly?  |     |    |     |

This laboratory safety self-inspection was conducted on \_\_\_\_\_  
Insert date of inspection

by \_\_\_\_\_  
Print the name of person conducting an inspection

Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_