

Emergency Preparedness
<p>Emergency Contacts</p> <ul style="list-style-type: none"> <input type="checkbox"/> 2000/52000 posted on lab phone <input type="checkbox"/> Names & extensions of first aiders conspicuously posted
<p>Fire extinguisher</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire extinguisher is near an exit and unobstructed (1m clearance) <input type="checkbox"/> Automatic sprinkler heads must have 18" clearance (must not be blocked by stored items on shelves) <input type="checkbox"/> Fire extinguisher fully charged <input type="checkbox"/> Annual check has been performed within past 12 months
<p>Alarm pull stations/exit routes</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exit signs working properly and placed appropriately <input type="checkbox"/> Exit routes free from obstruction, >1m wide <input type="checkbox"/> Evacuation route posted (diagram)
<p>First aid kit(s)</p> <ul style="list-style-type: none"> <input type="checkbox"/> First aid kit is in a readily accessible location <input type="checkbox"/> Stocked appropriately for foreseeable incidents (e.g., first aid manual, disposable gloves, adhesive bandages, tape/gauze, compress bandages or pads, alcohol swabs, scissors, tweezers). <input type="checkbox"/> Individuals in area familiar with location of kit and who to contact for first aid assistance
<p>Eyewash station(s)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Eyewash station(s) unobstructed <input type="checkbox"/> Eyewashes activated and flushed regularly and recorded monthly <input type="checkbox"/> Annual check has been performed within past 12 months
<p>Emergency shower</p> <ul style="list-style-type: none"> <input type="checkbox"/> Emergency shower unobstructed <input type="checkbox"/> Annual check has been performed within past 12 months
<p>Spill kit(s)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Spill kit readily accessible <input type="checkbox"/> Contains: chemically resistant gloves, goggles, absorbent pads, small broom & dustpan, plastic bags, acid neutralizer, alkali neutralizer, organic vapour suppressant <input type="checkbox"/> Individuals in the area familiar with kit location and response protocols (minor spill > use kit / major spill > evacuate & dial 2000)
General Lab Safety
<p>PPE</p> <ul style="list-style-type: none"> <input type="checkbox"/> Gloves readily available & worn when handling hazardous materials <input type="checkbox"/> Lab coats kept on hooks inside of lab & worn when working with hazardous materials <input type="checkbox"/> Eye protection (safety glasses/goggles) worn when required <input type="checkbox"/> Adequate footwear worn in lab
<p>Safe work practices</p> <ul style="list-style-type: none"> <input type="checkbox"/> No food or drink in lab <input type="checkbox"/> No door propping observed during inspection <input type="checkbox"/> Personal belongings kept in areas away from chemical or biological contaminants <input type="checkbox"/> Good housekeeping practices (benches and shelves clean) <input type="checkbox"/> Equipment and material storage not likely to fall or create overexertion injury <input type="checkbox"/> Any unattended experiments clearly labelled <input type="checkbox"/> No chipped/broken glassware observed <input type="checkbox"/> Floors clean and dry

<p>WHMIS</p> <ul style="list-style-type: none"> <input type="checkbox"/> All containers bear appropriate supplier, workplace, or laboratory labels <input type="checkbox"/> Chemical inventory data entered into EHS Chemical Inventory and/or printed inventory is readily available <input type="checkbox"/> Material Safety Data Sheets available in lab and/or readily available lab internet access for online search. http://hq.msdsonline.com/uoguelph. If online access preferred, keep hard copies of the more harmful chemicals
<p>Fume hoods</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sashes closed when not in use <input type="checkbox"/> Interior clean and free from obstructions <input type="checkbox"/> Flow monitor indicates acceptable performance <input type="checkbox"/> Fume hood certification up to date
<p>Physical Hazards</p>
<p>Noise</p> <ul style="list-style-type: none"> <input type="checkbox"/> Isolation and/or PPE are used for noise sources over 85dBA
<p>Mechanical</p> <ul style="list-style-type: none"> <input type="checkbox"/> All potentially hazardous machine parts (in running rollers/gears, pinch points) are guarded or controlled <input type="checkbox"/> Lock-out/Tag-out is used in circumstances where hazardous machines/equipment must be maintained, repaired or accessed
<p>Electrical</p> <ul style="list-style-type: none"> <input type="checkbox"/> All electrical equipment approved by CSA/UL or ESA <input type="checkbox"/> No frayed wires <input type="checkbox"/> No extension cords used as permanent installations
<p>Chemical Hazards</p>
<p>Storage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chemical storage locations appropriate <input type="checkbox"/> No excessive quantities on hand <input type="checkbox"/> Incompatible substances adequately separated <input type="checkbox"/> <235L Flammables inside any cabinet <input type="checkbox"/> <50L Flammables outside of cabinet <input type="checkbox"/> Flammable storage fridges labeled and designed for flammable storage (no internal ignition sources)
<p>Cryogenics</p> <ul style="list-style-type: none"> <input type="checkbox"/> All glass dewars taped <input type="checkbox"/> WHMIS labels applied to all dewars
<p>Compressed Gases</p> <ul style="list-style-type: none"> <input type="checkbox"/> Secured vertically when in use <input type="checkbox"/> Secured to dolly when transported <input type="checkbox"/> Safety cap in place when not in use (i.e. no regulator attached)
<p>Waste</p> <ul style="list-style-type: none"> <input type="checkbox"/> Waste container available for all streams (no chemical waste to sink)
<p>Biological Safety</p>
<p>Administrative requirements</p> <ul style="list-style-type: none"> <input type="checkbox"/> Sign on door indicating containment level
<p>Biological Safety Cabinets</p> <ul style="list-style-type: none"> <input type="checkbox"/> BSC used for open handling of potentially hazardous organisms <input type="checkbox"/> Annual certification within last 12 months

Contamination control
<ul style="list-style-type: none"> <input type="checkbox"/> Strict adherence to PPE requirements <input type="checkbox"/> Gloves not worn outside of lab, lab coats not worn in common areas <input type="checkbox"/> Regular disinfection of surfaces and changing of benchcote <input type="checkbox"/> No obvious contamination of work surfaces
Biohazardous Waste
<ul style="list-style-type: none"> <input type="checkbox"/> Waste bins easily accessible <input type="checkbox"/> Bin not overfilled <input type="checkbox"/> Sharps containers available (if required) <input type="checkbox"/> Sharps containers not overfilled
Radiation Safety
Administrative requirements
<ul style="list-style-type: none"> <input type="checkbox"/> Exterior sign posted for ILL, interior sign posted for BLL <input type="checkbox"/> Copy of permit posted
Radiation Protection
<ul style="list-style-type: none"> <input type="checkbox"/> Strict adherence to PPE requirements <input type="checkbox"/> Shielding available in lab and used when appropriate <input type="checkbox"/> Areas in which radioactive sources are handled in BLL are marked with Radiation Tape <input type="checkbox"/> Storage areas (fridges, cabinets) are marked with trefoil/rad tape and locked when not in use
Radioactive Waste
<ul style="list-style-type: none"> <input type="checkbox"/> Waste bins available for each isotope, clearly identified and accessible <input type="checkbox"/> Bin(s) not overfilled and covered when not in use
CBS Safety Binder
<p>The following records to be available in lab (filed in Safety Binder)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Training Records: <ul style="list-style-type: none"> Safety Orientation Record - complete and up-to-date for all users Ongoing Safety Training Record - complete and up-to-date for all users <input type="checkbox"/> Safety Inspection Records: <ul style="list-style-type: none"> Summary Departmental Safety Inspection Records (Safety inspectors may follow-up on items noted within these records).
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