



### **Laboratory/Workshop Inspections Checklist**

<b>Department:</b>	<b>Building &amp; Room:</b>
<b>Area Use:</b>	<b>Date:</b>
<b>Inspector Name:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Phone:</b>

**Yes (Y) answers indicate compliance.**  
**Any No (N) answers require investigation and correction by the supervisor.**

Item Description	Y	N	N/A
1. Is a copy of the Occupational Health and Safety Act posted?			
2. Is a copy of the University Environmental Health and Safety policy posted?			
3. Is a copy of the Laboratory Health and Safety Manual posted?			
4. Are employees aware of the OH&S Management System and their responsibilities?			
5. Are injuries reported to the supervisor?			
6. Are injuries investigated by the supervisor?			
7. Are designated substances identified, controlled and documented?			
8. Have all employees received training in general laboratory safety procedures?			
9. Is documentation of the training kept on file?			
10. Is equipment properly maintained and documentation kept on file?			
11. Are emergency procedures and evacuation routes posted?			
12. Are spill procedures posted, spill control materials available and training provided to lab workers?			
13. Are lab workers familiar with physical and health hazards of chemicals in the work area?			
14. Do lab workers know how to protect themselves and others from the effects of hazardous materials?			
15. Is there a WHMIS poster displayed in the area?			
16. Is an up-to-date inventory maintained for all hazardous materials?			
17. Are MSDS's maintained and readily available at all times?			
18. Are lab workers aware of the location of MSDS's?			
19. Are lab workers trained in accordance with WHMIS regulations?			
20. Is documentation of the training kept on file?			
21. Are containers clearly labelled in accordance with WHMIS regulations?			
22. Are lab workers familiar with information and training requirements of WHMIS?			
23. Does the lab have at least two exits?			
24. Are exits clearly marked and unobstructed?			
25. Are appropriate warning signs posted near the lab entrance?			
26. Are unobstructed aisles maintained throughout the lab?			
27. Are lab benches and work areas free of clutter?			
28. Are shelves and cabinets secured to the walls?			

29. Is storage above eye level minimized and items restrained from falling?			
30. Is the first-aid kit inspected regularly by a certified first-aider?			
31. Is a fire extinguisher readily available?			
32. Is a safety shower/eyewash easily accessible?			
33. Is the safety shower tested and documented annually? (Physical Plant)			
34. Is the eyewash tested, flushed and documented at least monthly?			
35. Is smoking, eating and drinking prohibited in the lab?			
36. Are refrigerators and freezers clearly labelled "Not for Storage of Food for Human Consumption?"			
37. Are explosion proof refrigerators used for flammable materials?			
38. Is a fumehood available?			
39. Is the fumehood free of clutter?			
40. Is the fumehood appropriately labelled with 3 labels? (Lab H&S Manual)			
41. Is the fumehood inspected annually?			
42. Is the fumehood equipped with an air flow indicator?			
43. Are goggles or face shields of the appropriate type available and worn?			
44. Are lab coats worn in the lab and removed when leaving the lab?			
45. Are appropriate gloves available and worn?			
46. Is appropriate respiratory protection available and worn?			
47. Are respirators cleaned, stored and inspected regularly?			
48. Is respirator training done and documented along with fit test and medical evaluation of employees using respirators?			
49. Is mechanical pipetting used? (No pipetting by mouth)			
50. Do lab workers wear shoes that fully cover the feet for protection?			
51. Is long hair confined and inappropriate jewelry removed?			
52. Is the storage area dry, cool and well ventilated?			
53. Are gas cylinders stored upright and properly secured at all times?			
54. Are handcarts available and used for moving gas cylinders?			
55. Are cylinder caps properly secured when cylinders are not in use?			
56. Are cylinders in good condition and clearly marked?			
57. Are ignition sources avoided when using/storing flammable materials?			
58. Are containers segregated by hazard class?			
59. Are flammable liquids stored in approved cabinets?			
60. Are corrosives stored in acid cabinets?			
61. Are bottle carriers used when transporting hazardous chemicals between work areas?			
62. Are all chemical containers kept closed except when actively adding or removing materials?			
63. Are waste materials properly labelled?			
64. Are containers available and labelled for broken glass?			
65. Are expired or out-of-use chemicals disposed of as hazardous waste?			
66. Is EHSS notified of hazardous waste stored for more than three months?			
67. Are there written procedures for identification and use of particularly hazardous materials in the lab?			
68. Is all work with radioactive materials done under a Radioisotope Permit and approved by the permit holder. (Refer to the Radiation Safety Manual)			
69. If lasers are used, are there written procedures for use?			
70. Is all high voltage equipment labelled, grounded and insulated?			
71. Are electrical cords in good condition (no frayed cords)?			
72. Are extension cords 3-pronged only and not used as permanent wiring?			

73. Are plug covers secure?			
74. Is the area around hot plates or heaters free of clutter?			
75. Is the lab well ventilated?			
76. Is the temperature control adequate?			
77. Is the humidity control adequate?			
78. Is the floor in good condition?			
79. Is there sufficient lighting?			
80. Is the area adequately cleaned?			