LABORATORY SAFETY INSPECTION WORK FORM – SHORT VERSION

|  |  |  |  |
| --- | --- | --- | --- |
| **Checklist Items** | | **Pass** | **Fail** |
| Lab Environment | | | |
| 1.1 | No food or drink in the laboratory |  |  |
| 1.2 | Laboratory info card posted and less than 3 years old |  |  |
| 1.3 | MSDS location on the info card correspond to their location in the lab |  |  |
| 1.4 | Room pressure gradient should be negative |  |  |
| Housekeeping & Egress | | | |
| 2.1 | Floor clean and free of tripping hazards |  |  |
| 2.2 | Shelves in good condition with nothing overhang from them |  |  |
| 2.3 | No liquid stored on shelves above eye level |  |  |
| 2.4 | Work surface in good condition |  |  |
| 3. Personal Protective Equipment | | | |
| 3.1 | Lab coat worn and closed |  |  |
| 3.2 | Gloves worn when manipulating - except when using a Bunsen burner |  |  |
| 3.3 | Safety glasses worn |  |  |
| 3.4 | No short or open shoes |  |  |
| 4. W.H.M.I.S. | | | |
| 4.1 | Updated inventory available and MyLab implemented |  |  |
| 4.2 | MSDS available and up-to-date |  |  |
| 4.3 | Containers and bottles properly labeled |  |  |
| 4.4 | WHMIS training of lab personnel should be up-to date |  |  |
| 5. Chemical Safety & Storage | | | |
| 5.1 | Corrosives substances are in a Acid cabinet |  |  |
| 5.2 | Flammable substances are in a Flammable cabinet |  |  |
| 5.3 | No chemicals stored in the fume hood |  |  |
| 5.4 | Poison and toxic substances in a locked Poison cabinet |  |  |
| 5.5 | Bases not stored with acids |  |  |
| 5.6 | Gas cylinders attached to the wall with the cap on if not used |  |  |
| 5.7 | All chemicals older than 5 years old should be thrown. Chemicals with a shorter lifespan should be thrown when they reach it. |  |  |
| 6. Emergency measures | | | |
| 6.1 | A list of first-aid provider should be posted at the entrance of the lab |  |  |
| 6.2 | A first aid kit should be available, visible and inspected quarterly |  |  |
| 6.3 | Emergency eyewash should be accessible and tested weekly |  |  |
| 6.4 | Emergency showers should be accessible and tested annually |  |  |
| 6.5 | Fume hood should have been inspected during the last year by EHS |  |  |
| 7. Waste Management | | | |
| 7.1 | Corrosives and Flammables 20L waste container should be use for this type of waste and should be properly labeled |  |  |
| 7.2 | Waste containers stored at the appropriate place- not in fume hood or in a traffic area |  |  |
| 7.3 | Garbage free of sharps & hazardous waste |  |  |
| 7.4 | Sharps container available and properly labeled |  |  |
| 7.5 | Biohazard Sharps container available and properly labeled |  |  |