

LABORATORY SELF-INSPECTION FORM

Checklist Items		Pass	Fail
1. GENERAL			
1.1 Lab Environment			
1.1.1	No food or drink in the laboratory		
1.1.2	Laboratory info card posted and less than 3 years old		
1.1.3	MSDS location on the Laboratory information card mentions MyLab		
1.1.4	Room pressure gradient should be negative		
1.1.5	Lab door should be closed and locked when not in use		
1.1.6	Lab coats should be hocked near lab exit when not in use		
1.1.7	Personnel clothing need to be stored separately from PPE		
1.1.8	Hand washing sink has soap and paper towels		
1.2 Housekeeping & Furniture			
1.2.1	Floor clean and free of tripping hazards		
1.2.2	Shelves in good condition with nothing overhang from them		
1.2.3	No liquid, or large or heavy materials stored on shelves above eye level		
1.2.4	Work surface in good condition		
1.2.5	Chairs and stools covered with impermeable material		
1.3. Personal Protective Equipment			
1.3.1	Lab coat worn and closed and appropriate clothes are worn (no shorts)		
1.3.2	Gloves worn when manipulating - except when using a Bunsen burner - in the lab area only		
1.3.3	Safety glasses worn (with side shield)		
1.3.4	No sandals or open shoes should be worn in the laboratory		
1.3.5	Long hair restrained		
1.4. Emergency measures			
1.4.1	A list of certified first aid providers should be posted		
1.4.2	A first aid kit should be available, visible and inspected quarterly		
1.4.3	Emergency eyewashes should be accessible, tested weekly and tagged		
1.4.4	Emergency showers should be accessible and tested annually by Facilities (contact FCC)		
2. CHEMICAL SAFETY			
2.1 W.H.M.I.S.			
2.1.1	An updated inventory should available for all chemicals used and stored		
2.1.2	MSDS available to everybody, including maintenance people		
2.1.3	All containers and bottles properly labeled		
2.1.4	MSDS need to be up to date and migrated to MyLab		
2.1.5	WHMIS training of lab personnel should be refreshed every 3 years		
2.2. Chemical Storage & Fume Hood			
2.2.1a	Corrosives substances are in a corrosive cabinets		
2.2.1b	Flammable substances are in a flammable cabinet		
2.2.1c	No chemicals stored in the fume hood		
2.2.1d	Poison and toxic substances are in a locked poison cabinet		
2.2.2	Chemicals stored according to incompatibility (i.e. bases not stored with acids)		
2.2.3	Gas cylinders should be attached to the wall with the cap on if not used		
2.2.4	All expired or old chemicals should be disposed		
2.2.5	Fume hood should be inspected annually		

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2.3 Chemical Waste			
2.3.1&2	Corrosives (yellow)and Flammables (white) 20L waste container should be used for disposal and properly labeled		
2.3.3	Waste containers stored in the appropriate place- not in fume hood or in a traffic area		
2.3.4	Garbage free of sharps & hazardous waste		
2.3.5	Sharps container available and properly labeled		
3. BIOSAFETY			
3.1 General Requirements			
3.1.1	Biohazard storage locations are properly labeled		
3.1.2	Biohazardous inventory available		
3.1.3	Personnel received Biosafety training		
3.1.4	A Biohazardous certificate have been issued by McGill Biosafety officer		
3.2 Biological Safety Cabinets (BSCs)			
3.2.1	BSCs are certified annually		
3.2.2	Work surface and shield are clean		
3.2.3	Proper procedures followed when working in BSCs		
3.2.4	Open flames are not used in BSCs		
3.2.5	No permanent storages of materials in BSCs		
3.2.6	Personnel received BSC training		
3.3 Biohazardous Waste			
3.3.1a	Biohazardous waste is placed in properly labeled containers		
3.3.1b	Liquid waste is placed in leak-proof unbreakable containers		
3.3.2	Biohazard sharps container available and properly labeled		
3.3.3	Disinfectants against agents in use are available		
3.3.4	Autoclave operating procedure posted		
3.3.5	Monitoring of autoclaves with biological indicators done and kept on file		
3.3.6	Record of autoclave cycle logs kept on file		