



## LABORATORY SAFETY INSPECTION WORK FORM

Checklist Items	P-F-N/A	Comments
<b>1 GENERAL</b>		
<b>1.1 Lab Environment</b>		
1.1.1 Evidence of food or drink		<input type="checkbox"/> No food / beverages are permitted <input type="checkbox"/> Food used for experimental purposes not labelled
1.1.2 Laboratory Info Card posted & up-to-date		<input type="checkbox"/> Only McGill Numbers <input type="checkbox"/> No Card <input type="checkbox"/> More than 3 years old <input type="checkbox"/> Handwritten up-dates <input type="checkbox"/> Not on all access doors <input type="checkbox"/> Missing hazard symbol <input type="checkbox"/> Extra hazard symbol <input type="checkbox"/> Missing biohazardous symbol
1.1.3 MSDS location noted on Lab Info Card		<input type="checkbox"/> Wrong location <input type="checkbox"/> No location
1.1.4 Room Pressure Gradient		<input type="checkbox"/> Negative <input type="checkbox"/> Positive
1.1.5 Lab is separated from public areas		<input type="checkbox"/> Lab door not closed <input type="checkbox"/> Lab door not locked and unattended
1.1.6 Designated area for storage of PPE		<input type="checkbox"/> No hooks or storage area available near exit <input type="checkbox"/> PPE stored in a non-laboratory setting (i.e. student lounge, office area, lecture rooms)
1.1.7 Personnel clothing to be stored separately from dedicated PPE		<input type="checkbox"/> Street clothing and lab clothing in contact <input type="checkbox"/>
1.1.8 Hand washing sink has soap and paper towels		<input type="checkbox"/> No soap <input type="checkbox"/> No paper towels <input type="checkbox"/> No sink <input type="checkbox"/> Not applicable
<b>1.2 Housekeeping &amp; Furniture</b>		
1.2.1 Floors		<input type="checkbox"/> Slip/trip hazards <input type="checkbox"/> Require maintenance <input type="checkbox"/> Excess supplies <input type="checkbox"/> Discard empty boxes <input type="checkbox"/> Housekeeping <input type="checkbox"/> Old equipment <input type="checkbox"/> Items across pedestrian traffic areas. <input type="checkbox"/> Items obstructing exits <input type="checkbox"/> Clutter
1.2.2 Shelves		<input type="checkbox"/> No shelves <input type="checkbox"/> Shelves sagging <input type="checkbox"/> 18" clearance from sprinkler heads <input type="checkbox"/> Heavy objects stored high <input type="checkbox"/> Overloaded <input type="checkbox"/> Objects overhang the shelves <input type="checkbox"/> Clutter
1.2.3 Liquids stored above eye level		<input type="checkbox"/> No shelves <input type="checkbox"/> Liquids stored high
1.2.4 Work surfaces in good condition		<input type="checkbox"/> No work surfaces <input type="checkbox"/> Surface covers stained <input type="checkbox"/> Paperwork kept separately from hazardous materials <input type="checkbox"/> Damaged bench top <input type="checkbox"/> Cross-contamination items present
1.2.5 Furniture		<input type="checkbox"/> No impermeable work surfaces and furniture <input type="checkbox"/> Chair not impermeable



<b>1.3 Personal Protective Equipment</b>			
1.3.1	Laboratory coats and proper attire worn	<input type="checkbox"/> Policy: Lab coats required <input type="checkbox"/> Lab coats not closed <input type="checkbox"/> Shorts/Capri's/skirts worn	<input type="checkbox"/> No one available/observed <input type="checkbox"/> Lab personnel at study desks
1.3.2	Disposable laboratory gloves used	<input type="checkbox"/> Gloves not worn <input type="checkbox"/> Gloves worn with Bunsen burners <input type="checkbox"/> Lab personnel at study desks	<input type="checkbox"/> No one available/observed <input type="checkbox"/> Gloves must not be worn outside lab activities <input type="checkbox"/> Not required
1.3.3	Safety glasses worn (with side-shields)	<input type="checkbox"/> Safety glasses with side-shields required <input type="checkbox"/> UV light requires special safety glasses <input type="checkbox"/> Class 3b & 4 lasers require safety glasses	<input type="checkbox"/> Prescription glasses - no side shields <input type="checkbox"/> No one available/observed <input type="checkbox"/> Lab personnel at study desks <input type="checkbox"/> Not required
1.3.4	Appropriate footwear worn (closed)	<input type="checkbox"/> Open footwear	<input type="checkbox"/> No one available/observed
1.3.5	Long hair restrained	<input type="checkbox"/> Long hair not restrained	<input type="checkbox"/>
<b>1.4 Emergency Measures</b>			
1.4.1	List of certified first-aid providers posted	<input type="checkbox"/> Information available on department's poster <input type="checkbox"/> Missing poster- must be posted <input type="checkbox"/> Missing information (i.e. location of first aid kit, responders, emergency info) <input type="checkbox"/> MNI: Not required - follow MNI/MNH General Emergency Procedures <input type="checkbox"/> Cold Room: Not required	
1.4.2	First-aid Kit available, accessible, inspected quarterly	<input type="checkbox"/> None available - required <input type="checkbox"/> Available but not accessible - relocate <input type="checkbox"/> Available and accessible but not properly stocked <input type="checkbox"/> Available and accessible but not inspected quarterly <input type="checkbox"/> Not present, but found in another lab nearby <input type="checkbox"/> Cold Room: Not required <input type="checkbox"/> Storage Room: Not required	
1.4.3	Emergency eyewashes accessible, tested weekly and tagged	<input type="checkbox"/> Last tested: <input type="checkbox"/> Not tagged <input type="checkbox"/> Not tested <input type="checkbox"/> Tested weekly but not properly documented <input type="checkbox"/> Not functioning <input type="checkbox"/> Access obstructed <input type="checkbox"/> Not available in lab or corridor, but required <input type="checkbox"/> Located in corridor <input type="checkbox"/> Located in room: .... <input type="checkbox"/> Not required	
1.4.4	Emergency showers accessible, tested and tagged	<input type="checkbox"/> Last tested: <input type="checkbox"/> Not tagged <input type="checkbox"/> Not tested <input type="checkbox"/> Located in corridor	<input type="checkbox"/> Located in room .... <input type="checkbox"/> Not available in lab or corridor, but required <input type="checkbox"/> Not required



Checklist Items	P-F-N/A	Comments
<b>2 CHEMICAL SAFETY</b>		
<b>2.1 W.H.M.I.S.</b>		
2.1.1 Updated inventory available for all chemicals used and stored		<input type="checkbox"/> myLab not implemented <input type="checkbox"/> Inventory not updated <input type="checkbox"/> Incomplete
2.1.2 MSDS available and accessible		<input type="checkbox"/> Computer not available <input type="checkbox"/> Incomplete MSDS collection ( %) <input type="checkbox"/> Lab personnel don't have access to myLab (full or read only) <input type="checkbox"/> No one available/observed
2.1.3 Containers and/or bottles properly labelled		<input type="checkbox"/> Not approved abbreviations <input type="checkbox"/> Unlabelled <input type="checkbox"/> Label damaged and illegible
<b>Material Safety Data Sheet (MSDS) Audit</b>	<b>Available (Y/N)</b>	<b>Date DD-MMM-YYYY</b>
2.1.4 MSDS up-to-date		<input type="checkbox"/> MSDS not updated by 3E Inc. <input type="checkbox"/> MSDS required for all WHMIS controlled products <input type="checkbox"/> ... MSDS missing <input type="checkbox"/> ... MSDS > 3 years
2.1.5 WHMIS Training Up-to-date		<input type="checkbox"/> No record for .....
<b>2.2 Chemical Storage &amp; Fume Hood</b>		
2.2.1 Chemical stored in the appropriate place		<input type="checkbox"/> Chemicals stored in unidentified cabinets <input type="checkbox"/> Flammables not stored in a flammable storage cabinet <input type="checkbox"/> Corrosives not stored in a dedicated corrosives cabinet <input type="checkbox"/> Chemicals stored under sink (except bleach and compatible cleaning agents) <input type="checkbox"/> Chemicals stored in the fume hood <input type="checkbox"/> Flammables stored in a domestic refrigerator <input type="checkbox"/> Excessive quantities of supplies on hand <input type="checkbox"/> Chemicals stored on desk/in write up areas <input type="checkbox"/> No chemicals stored
2.2.2 Chemical segregation according to compatibility		<input type="checkbox"/> Acids & Bases <input type="checkbox"/> Acids/Oxidizers & Flammables <input type="checkbox"/> Oxidizing & organic acids <input type="checkbox"/> No chemicals stored or only one kept



Checklist Items	P-F-N/A	Comments	
2.2.3 Gas cylinders		<input type="checkbox"/> Cloth straps used (chains preferred) <input type="checkbox"/> Not secured to a structural component <input type="checkbox"/> Inadequately secured - ensure straps are tightened <input type="checkbox"/> Secured too low – to be secured at 3/4 height <input type="checkbox"/> Must be stored with protective cap when not in use <input type="checkbox"/> Lab coats / other items placed on gas cylinders <input type="checkbox"/> Cylinders placed behind door <input type="checkbox"/> Excessive quantities <input type="checkbox"/> Cylinders placed near sources of heat <input type="checkbox"/> None found/used	
2.2.4 Expiry date for chemicals		<input type="checkbox"/> Ether (diethyl ether, ethyl ether) <input type="checkbox"/> Isopropyl ether <input type="checkbox"/> Cyclohexene <input type="checkbox"/> Dimethyl ether	<input type="checkbox"/> Dicyclopentadiene <input type="checkbox"/> THF (Tetrahydrofuran) <input type="checkbox"/> Dioxane <input type="checkbox"/> Picric acid <input type="checkbox"/> None found/used
2.2.5 Fume Hood Inspection		<input type="checkbox"/> Refer to Chemical Fume Hood Inspection Report EHS-FH-	<input type="checkbox"/> Not available
<b>2.3 Chemical Waste</b>			
2.3.1 Appropriate waste containers used		<input type="checkbox"/> 20-L solvent container <input type="checkbox"/> 20-L corrosives container <input type="checkbox"/> Small bottles	<input type="checkbox"/> Waste containers over-filled <input type="checkbox"/> Wrong type of container used <input type="checkbox"/> Waste disposed in room .... <input type="checkbox"/> None found
2.3.2 Waste containers properly labelled		<input type="checkbox"/> Tags not properly filled <input type="checkbox"/> Tags filled using chemical formulas <input type="checkbox"/> Tags filled using non approved abbreviations <input type="checkbox"/> Smaller container used – name of PI missing <input type="checkbox"/> Smaller container used – original label visible <input type="checkbox"/> Vacuum flasks must be labelled “Waste” <input type="checkbox"/> Vacuum flasks stored on the floor must be kept in secondary container <input type="checkbox"/> None found	
2.3.3 Waste containers stored in appropriate location		<input type="checkbox"/> Stored in fume hood <input type="checkbox"/> Waste containers not kept closed when not in use <input type="checkbox"/> Waste containers stored in traffic areas (slip/falls risk) <input type="checkbox"/> None found	
2.3.4 Garbage free of sharps & hazardous waste		<input type="checkbox"/> Pipette tips found in regular garbage <input type="checkbox"/> Glass chemical bottles found in regular garbage <input type="checkbox"/> Non-biohazardous waste (...) found in the biomedical waste boxes <input type="checkbox"/> Glass chemical bottles found in broken glass boxes/recycling bins <input type="checkbox"/> No waste generated	
2.3.5 Sharps containers available and properly labelled		<input type="checkbox"/> Container not properly identified <input type="checkbox"/> Sharps found in the regular garbage <input type="checkbox"/> Sharps NOT collected in a puncture-proof container <input type="checkbox"/> Sharps container not clearly labelled - original label visible <input type="checkbox"/> Sharps container not clearly labelled “SHARPS” <input type="checkbox"/> Non-biohazardous sharps collected in a container that has a biohazards symbol <input type="checkbox"/> Sharps containers over-filled <input type="checkbox"/> No sharps generated <input type="checkbox"/> None found	



Checklist Items	P-F-N/A	Comments
<b>3 BIOSAFETY</b>		
<b>3.1 General Requirements</b>		
3.1.1 All systems used for biohazardous storage (freezers, refrigerators, liquid nitrogen storage.) are appropriately labeled with biohazard stickers/signs		<input type="checkbox"/> No signage/biohazardous stickers
3.1.2 Biohazardous inventory available		<input type="checkbox"/> Inventory not available <input type="checkbox"/> Inventory incomplete
3.1.3 Personnel received Biosafety training		<input type="checkbox"/> No record of training <input type="checkbox"/> CL2+ labs: Documentation of Training not kept on file (Appendix 1 of SOP)
<b>3.2 Biological Safety Cabinets (BSCs)</b>		
3.2.1 BSCs certified annually		<input type="checkbox"/> BSC not certified <input type="checkbox"/> Expired certification
3.2.2 Work surface and shield clean		<input type="checkbox"/> Unclean work surface <input type="checkbox"/> Unclean shield
3.2.3 Proper procedures followed when working in BSCs		<input type="checkbox"/> PPE not worn while working in BSC <input type="checkbox"/> Front grill
3.2.4 Open flames are not used in BSCs		<input type="checkbox"/> Bunsen burner found inside BSC <input type="checkbox"/> Use of open flame in BSC
3.2.5 No permanent storage of materials in BSC		<input type="checkbox"/> Storage of materials in BSC
3.2.6 Personnel received BSC training		<input type="checkbox"/> No record of BSC training
<b>3.3 Biohazardous Waste</b>		
3.3.1 Biohazardous waste is placed in properly labeled containers, liquid waste placed in leak-proof unbreakable containers		<input type="checkbox"/> Proper autoclavable bags not used <input type="checkbox"/> Biohazardous boxes overfilled <input type="checkbox"/> Biohazardous waste found in regular garbage
3.3.2 Biohazardous sharps containers available and properly labelled		<input type="checkbox"/> Container not properly identified <input type="checkbox"/> Biohazardous sharps found in the regular garbage <input type="checkbox"/> Biohazardous sharps NOT collected in a puncture-proof container <input type="checkbox"/> Biohazardous sharps container not clearly labelled - original label visible <input type="checkbox"/> Biohazardous sharps container not clearly labelled "BIOHAZARDOUS SHARPS" <input type="checkbox"/> Biohazardous sharps containers disposed of via the regular garbage <input type="checkbox"/> Biohazardous sharps containers over-filled <input type="checkbox"/> No biohazardous sharps generated <input type="checkbox"/> None found -
3.3.3 Disinfectants against agents in use are available		<input type="checkbox"/> Disinfectants not available <input type="checkbox"/> Ethanol used but wrong concentration (over 85%)



Checklist Items	P-F-N/A	Comments
3.3.4 Autoclave operating procedure posted		<input type="checkbox"/> Waste is incinerated <input type="checkbox"/> Procedures not posted
3.3.5 Monitoring of autoclaves with biological indicators done regularly and records kept on file		<input type="checkbox"/> Waste is incinerated <input type="checkbox"/> Biological Indicators not used <input type="checkbox"/> Testing logs not kept on file
3.3.6 Records of autoclave cycle logs (time, pressure and temp.) kept on file		<input type="checkbox"/> Waste is incinerated <input type="checkbox"/> Cycle logs not kept on file.



Checklist Items	P-F-N/A	Comments
<b>4 RADIATION</b>		
<b>4.1 General Requirements</b>		
4.1.1 Radiation warning signs posted (door, hood, ref. etc.)		<input type="checkbox"/>
4.1.2 CNSC, Internal Permit posted		<input type="checkbox"/>
4.1.3 Log Book present		<input type="checkbox"/>
4.1.4 Staff & student Radiation Safety Training		<input type="checkbox"/>
4.1.5 Previous deficiencies adequately resolved		<input type="checkbox"/>
<b>4.2 Contamination and Monitoring</b>		
4.2.1 Wipe test and LSC		<input type="checkbox"/>
4.2.2 Contamination		<input type="checkbox"/>
4.2.3 Survey instrument available, calibrated & functioning		<input type="checkbox"/>
4.2.4 Thyroid monitoring		<input type="checkbox"/>
4.2.5 Personnel monitoring utilized (TLD)		<input type="checkbox"/>
<b>4.3 Radioisotope and Waste</b>		
4.3.1 Radioisotope physical inventory (vials identified)		<input type="checkbox"/>
4.3.2 Radioisotope inventory updated (myLab)		<input type="checkbox"/>
4.3.3 Radioisotope storage and security adequate		<input type="checkbox"/>
4.3.4 Radioactive waste stored and labelled properly		<input type="checkbox"/>



Radioisotope	Open or sealed	Stored in	Used in	Comments