



## LABORATORY SAFETY INSPECTION WORK FORM

Checklist Items		P-F-N/A				Comments
<b>1 GENERAL</b>		<b>Rooms</b>				
<b>Lab Environment</b>						
1110	Evidence of food or drink					<input type="checkbox"/> No food / beverages are permitted <input type="checkbox"/> Equipment used for research not labelled "For experiment only" <input type="checkbox"/> Food used for experimental purposes must be labelled "Not for human consumption"
1120	Laboratory Info Card posted & up-to-date					<input type="checkbox"/> Date: DD-MMM-YY - Lab Info Card more than 3 years old – to update see Comments <input type="checkbox"/> Lab Info Card required – to generate see Comments <input type="checkbox"/> Only McGill numbers noted as emergency numbers <input type="checkbox"/> Handwritten up-dates not permitted - to update see Comments <input type="checkbox"/> Lab Info Card required on all access doors to the laboratory <input type="checkbox"/> Missing hazard symbol for: <input type="checkbox"/> Extra hazard symbol for: <input type="checkbox"/> Wrong location indicated for paper copies of SDS collection <input type="checkbox"/> Missing containment level <input type="checkbox"/> Missing PPE information <input type="checkbox"/> Other
1140	Room Pressure Gradient					<input type="checkbox"/> Positive <input type="checkbox"/> Negative <input type="checkbox"/> Required, but not available <input type="checkbox"/> The lab requires positive pressure
1150	Lab is separated from public areas					<input type="checkbox"/> Lab door not closed <input type="checkbox"/> Lab door not locked and unattended <input type="checkbox"/> Staff present in the laboratory <input type="checkbox"/> Doors to the containment zone are not lockable <input type="checkbox"/> Doors to the containment zone are not kept closed." <input type="checkbox"/> Access to containment zone is not limited to authorized personnel and authorized visitors (card or keyed access, SOP in place, other) <input type="checkbox"/> No screens on windows <input type="checkbox"/> No locks on windows
1160	Designated area for storage of PPE					<input type="checkbox"/> No hooks or storage area available near exit <input type="checkbox"/> Keep PPE stored away from areas where hazardous materials are stored <input type="checkbox"/> Lab coats stored on chairs <input type="checkbox"/> PPE stored in a non-laboratory setting (i.e. student lounge, office area, lecture rooms) <input type="checkbox"/> Inadequate storage for PPE
1170	Personnel clothing to be stored separately from dedicated PPE					<input type="checkbox"/> Street clothing and lab clothing in contact <input type="checkbox"/> Personal belongings are found in in lab (see additional comments) <input type="checkbox"/> Earbuds, headphones, cell phones found in the same vicinity where hazards are being worked with
1180	Hand washing sink has soap and paper towels					<input type="checkbox"/> No soap <input type="checkbox"/> No paper towels <input type="checkbox"/> No sink available <input type="checkbox"/> Sink located away from exit, SOP required.
1190	Two-way communication system(s) not available inside the containment zone					<input type="checkbox"/> Two-way communication system(s) are not available <input type="checkbox"/> Not applicable



Housekeeping & Furniture						
1210	Floors, walls and ceilings				<input type="checkbox"/> Floors require maintenance – contact Facilities Call Centre <input type="checkbox"/> Excess supplies - clutter represents a trip and fire hazard <input type="checkbox"/> Discard empty boxes - clutter represents a trip and fire hazard <input type="checkbox"/> Housekeeping requires attention - clutter represents a trip and fire hazard <input type="checkbox"/> Slip/trip hazards <input type="checkbox"/> Damaged wall needs repairs (CL2 only) contact Facilities Call Center.	<input type="checkbox"/> Old equipment can be safely disposed of via Hazardous Waste Management - <a href="http://www.mcgill.ca/hwm">www.mcgill.ca/hwm</a> <input type="checkbox"/> ITEM across pedestrian traffic areas <input type="checkbox"/> ITEM obstructing exits <input type="checkbox"/> Clutter <input type="checkbox"/> Floors cannot be easily decontaminated <input type="checkbox"/> Damaged ceiling needs repairs (CL2 only) contact Facilities Call Center.
1220	Shelves				<input type="checkbox"/> 18" clearance required between materials and sprinkler heads <input type="checkbox"/> Relocate ITEM stored high <input type="checkbox"/> Excess supplies - Clutter represents a fire hazard <input type="checkbox"/> Shelves overloaded	<input type="checkbox"/> No shelves <input type="checkbox"/> Objects overhang the shelves <input type="checkbox"/> Shelves sagging <input type="checkbox"/> Heavy objects stored high <input type="checkbox"/> Housekeeping requires attention
1230	Liquids stored above eye level				<input type="checkbox"/> Relocate liquids stored high	<input type="checkbox"/> No shelves
1240	Work surfaces in good condition				<input type="checkbox"/> Bench top surface protectors/absorbent underpad stained - change when soiled <input type="checkbox"/> No work Surfaces <input type="checkbox"/> Damaged bench top – requires repair <input type="checkbox"/> Paperwork must be kept separately from hazardous materials <input type="checkbox"/> Exposed sharps left on work surfaces <input type="checkbox"/> Exposed pipette tips left on work surfaces	<input type="checkbox"/> Remove non-laboratory material from work areas to prevent cross-contamination <input type="checkbox"/> No impermeable work surfaces <input type="checkbox"/> Dedicated paper/computer work areas in the containment zone are not segregated from laboratory work stations. <input type="checkbox"/> Housekeeping requires attention, clutter represents a risk of contamination
1250	Furniture				<input type="checkbox"/> Chair not impermeable	<input type="checkbox"/> Furniture not impermeable
Personal Protective Equipment						
1310	Laboratory coats and proper attire worn				<input type="checkbox"/> Policy: Lab coats required in all areas where hazardous products are handled/stored <input type="checkbox"/> Lab coats not fastened <input type="checkbox"/> Lab coat(s) hung on fume hood valves	<input type="checkbox"/> Shorts/Capri's/skirts worn <input type="checkbox"/> No one available/observed <input type="checkbox"/> Lab personnel at study desks <input type="checkbox"/> Lab coats worn in public areas <input type="checkbox"/> Lab coat sleeves rolled up
1320	Disposable laboratory gloves used				<input type="checkbox"/> Safety gloves not worn <input type="checkbox"/> Safety gloves worn with Bunsen burners <input type="checkbox"/> Lab personnel at study desks <input type="checkbox"/> Used gloves left on workbenches <input type="checkbox"/> Gloves must not be worn outside lab activities <input type="checkbox"/> No one available/observed <input type="checkbox"/> Not required	<input type="checkbox"/> Hands are not washed when gloves are removed <input type="checkbox"/> Gloves not removed and / or hands not washed when exiting the BSC <input type="checkbox"/> Gloves not removed and / or hands not washed when exiting the containment zone



1330	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"/> Prescription glasses - no side shields <input type="checkbox"/> No one available/observed <input type="checkbox"/> Laser Protective Eyewear not labelled with OD and wavelength	<input type="checkbox"/> Lab personnel at study desks <input type="checkbox"/> Not required <input type="checkbox"/> Eyewear is cracked, damaged, or worn <input type="checkbox"/> Eyewear not appropriate to laser being used <input type="checkbox"/> Changes made to inscribed OD and/or Wavelength on laser protective eyewear
1340	Appropriate footwear worn (closed)				<input type="checkbox"/> Open footwear prohibited in laboratories <input type="checkbox"/> Open-toed shoes	<input type="checkbox"/> Backless shoes <input type="checkbox"/> High-heeled shoes increase risk of tripping/falling <input type="checkbox"/> No one available/observed
1350	Long hair restrained				<input type="checkbox"/> Long hair not restrained	<input type="checkbox"/> Not applicable
1360	Skin protection from UV or Laser				<input type="checkbox"/> Sunscreen <input type="checkbox"/> Visor	<input type="checkbox"/> Face shield <input type="checkbox"/> Lab coats <input type="checkbox"/> Available protection not worn
1370	No reflective jewelry, uncovered clothing, or makeup (Ex: Glitter, shimmer, holographic, monochromes, metallic, sparkles) in laser controlled areas				<input type="checkbox"/> Reflective makeup worn <input type="checkbox"/> Reflective jewelry not covered	<input type="checkbox"/> Reflective clothing uncovered
<b>Emergency Measures</b>						
1410	First aid poster available and visible				<input type="checkbox"/> Information available on department's poster <input type="checkbox"/> Missing poster - must be posted – see Comments for printing instructions <input type="checkbox"/> Wrong information (i.e. location of first aid kit, responders, emergency info, eyewash station, emergency shower)	<input type="checkbox"/> Cold room - not required <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"/> First Aid training expired
1420	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. Last inspected DD-MMM-YY	<input type="checkbox"/> Not present, but found in another laboratory nearby. Location: Room # <input type="checkbox"/> Cold Room: Not required <input type="checkbox"/> Storage Room: Not required <input type="checkbox"/> Available and accessible but not inspected quarterly. Please print a checklist.



<p>1430 Emergency eyewashes accessible, tested weekly and tagged</p>				<ul style="list-style-type: none"> <li><input type="checkbox"/> Last tested DD-MMM-YY - Must be tested weekly</li> <li><input type="checkbox"/> Not tagged</li> <li><input type="checkbox"/> Not tested</li> <li><input type="checkbox"/> Not functioning – contact Facilities Call Centre immediately</li> <li><input type="checkbox"/> Access obstructed – clear area surrounding eyewash</li> <li><input type="checkbox"/> Not available in lab or corridor, but required. Ensure the access to an eye wash station is available.</li> <li><input type="checkbox"/> Located in room:</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Located in corridor, not tested</li> <li><input type="checkbox"/> Not required</li> <li><input type="checkbox"/> Located in corridor, tested and tagged.</li> <li><input type="checkbox"/> It was noted that an emergency eye wash and/or a shower was not available in this laboratory. However, given that this was noted in previous inspections and the problem is now in the hands of McGill senior management, this item has been reported as “NA” (not applicable) rather than deducting points.</li> </ul>
<p>1440 Emergency showers accessible, tested and tagged</p>				<ul style="list-style-type: none"> <li><input type="checkbox"/> Last tested DD-MMM-YY - Not tested annually, contact Facilities Call Centre</li> <li><input type="checkbox"/> Not tagged</li> <li><input type="checkbox"/> Not tested</li> <li><input type="checkbox"/> Located in corridor</li> <li><input type="checkbox"/> Located in room:</li> <li><input type="checkbox"/> Not available in lab or corridor, but required. Ensure the access to an emergency shower is available.</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Not required</li> <li><input type="checkbox"/> It was noted that an emergency eye wash and/or a shower was not available in this laboratory. However, given that this was noted in previous inspections and the problem is now in the hands of McGill senior management, this item has been reported as “NA” (not applicable) rather than deducting points.</li> </ul>



Checklist Items		P-F-N/A				Comments	
<b>2 CHEMICAL SAFETY</b>		<b>Rooms</b>					
<b>W.H.M.I.S.</b>							
2110	Updated inventory available for all chemicals used and stored				<input type="checkbox"/> Inventory not updated <input type="checkbox"/> myLab not implemented <input type="checkbox"/> Available but incomplete	<input type="checkbox"/> Not required - no WHMIS hazardous products used/stored	
2120	SDS must be accessible to all lab personnel				<input type="checkbox"/> No one available to question <input type="checkbox"/> A computer must be available to access myLab system	<input type="checkbox"/> Lab personnel don't have access to myLab (full or read only)	
2130	Containers and/or bottles properly labelled				<input type="checkbox"/> Only abbreviations permitted are those on the EHS Approved Lab Abbreviations List <input type="checkbox"/> Not approved abbreviations used	<input type="checkbox"/> Unlabelled bottle/container – all containers must be labelled <input type="checkbox"/> Bottle/container label damaged and illegible <input type="checkbox"/> Not required - no WHMIS hazardous products used/stored	
<b>Safety Data Sheet (SDS) Audit</b>		<b>Available (Y/N)</b>				<b>Date DD-MMM-YYYY</b>	
2140	SDS must be available through myLab system to all lab personnel				<input type="checkbox"/> SDS missing for ... <input type="checkbox"/> Complete SDS collection must be available through myLab system	<input type="checkbox"/> Not required - no WHMIS controlled products used/stored	
2150	WHMIS Training Up-to-date				<input type="checkbox"/> EHS has no record of WHMIS training for:	<input type="checkbox"/> WHMIS Training must be refreshed every 3 years	



Chemical Storage & Fume Hood						
2210	Chemical stored in the appropriate place				<input type="checkbox"/> Chemicals stored in unidentified cabinets – request labels at ehs@mcgill.ca <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"/> Flammables stored in a domestic refrigerator	<input type="checkbox"/> Chemicals stored in the fume hood will affect the hood's efficiency <input type="checkbox"/> Excessive quantities of supplies on hand - stock-piling is hazardous, reduce quantities on-hand <input type="checkbox"/> Chemicals stored on floor <input type="checkbox"/> Chemicals not stored in identified cabinets <input type="checkbox"/> No chemicals stored
2220	Chemical segregation according to compatibility				<input type="checkbox"/> Acids and bases stored together <input type="checkbox"/> Acids or oxidizers and flammables stored together <input type="checkbox"/> Corrosives and flammables stored together	<input type="checkbox"/> Oxidizing and organic acids stored together <input type="checkbox"/> No chemicals stored or only one kept
2230	Gas cylinders & Cryogenics				<input type="checkbox"/> Gas cylinders, full or empty, must be secured to a structural component <input type="checkbox"/> Inadequately secured - please ensure straps are tightened <input type="checkbox"/> Inadequately secured - please secured at 3/4 height of cylinder <input type="checkbox"/> Gas cylinders must be stored with protective cap when not in use <input type="checkbox"/> Lab coats and other items must not be placed on gas cylinders <input type="checkbox"/> Relocate cylinders placed behind door	<input type="checkbox"/> Excessive quantities - stock-piling gas cylinders is hazardous, reduce quantities on-hand <input type="checkbox"/> Cylinders placed near sources of heat <input type="checkbox"/> Cloth straps used, however chains are preferred for fire safety <input type="checkbox"/> Incompatible gases stored together <input type="checkbox"/> None found/used <input type="checkbox"/> Cryogenics in contact with laser equipment
2240	Expiry date for chemicals				<input type="checkbox"/> Ether (diethyl ether, ethyl ether) <input type="checkbox"/> Isopropyl ether <input type="checkbox"/> Cyclohexene <input type="checkbox"/> Furan <input type="checkbox"/> Dicyclopentadiene	<input type="checkbox"/> THF (Tetrahydrofuran) <input type="checkbox"/> Dioxane <input type="checkbox"/> Picric Acid <input type="checkbox"/> None found/used
2250	Fume Hood Inspection				<input type="checkbox"/> Refer to Chemical Fume Hood Inspection Report <input type="checkbox"/> Shared chemical fume hood. Report sent to: <input type="checkbox"/> No fume hood available and required for chemicals being worked with	<input type="checkbox"/> Not available <input type="checkbox"/> Fume hood sashes must be transparent and with a clear view of the interior. Remove markings and/or illustrations from the sash.
2260	Water Reactive chemicals				<input type="checkbox"/> Stored near source of water (i.e. plumbing, fire sprinklers, water baths)	<input type="checkbox"/> Container not kept closed <input type="checkbox"/> Sodium, Potassium, Lithium, Magnesium



Chemical Waste						
2310	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 – discard hazardous waste as per McGill’s disposal guidelines
2320	Waste containers properly labelled				<input type="checkbox"/> Waste container tags not properly filled <input type="checkbox"/> Waste container tags filled using chemical formulas <input type="checkbox"/> Waste container tags filled using chemical abbreviation <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 - discard hazardous waste as per McGill’s disposal guidelines
2330	Waste containers stored in appropriate location				<input type="checkbox"/> Waste containers stored in fume hood will affect hood efficiency <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 – discard hazardous waste as per McGill’s disposal guidelines
2340	Garbage free of sharps & hazardous waste				<input type="checkbox"/> Pipette tips found in regular garbage - practice prohibited. <input type="checkbox"/> Glass chemical bottles found in regular garbage	<input type="checkbox"/> Glass chemical bottles found in broken glass boxes/recycling bins <input type="checkbox"/> No waste generated
2350	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 CSA-approved sharps container <input type="checkbox"/> Sharps container not clearly labelled - original label visible <input type="checkbox"/> Pipette tips not collected in a puncture proof container	<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"/> Sharps container not clearly labelled “SHARPS” <input type="checkbox"/> Sharps lying on workbenches <input type="checkbox"/> None found – Dispose of non-contaminated sharps in clearly labelled SHARPS containers
2360	Hazardous Waste Disposal training				<input type="checkbox"/> EHS has no record of Hazardous Waste Disposal training for:	<input type="checkbox"/> Hazardous Waste Disposal Training must be refreshed every 3 years



Checklist Items		P-F-N/A				Comments	
<b>3 BIOSAFETY</b>		<b>Rooms</b>					
<b>General Requirements</b>							
3110	Biohazardous inventory available and storage location is secure with appropriate signage				<input type="checkbox"/> No signage/biohazardous stickers <input type="checkbox"/> Biohazards stored in unlocked fridge/freezer outside the containment zone	<input type="checkbox"/> Biohazards stored in unlabelled fridge/freezer outside the containment zone	
3120	Biohazardous inventory audit				<input type="checkbox"/> Inventory incomplete <input type="checkbox"/> Inventory not available	<input type="checkbox"/> Missing location <input type="checkbox"/> Missing risk group	
3130	Personnel received Biosafety training				<input type="checkbox"/> Introduction to Biosafety training not taken / expired <input type="checkbox"/> BSC training not taken / expired if applicable <input type="checkbox"/> Laboratory training documents not available	<input type="checkbox"/> Laboratory training documents incomplete (see additional comments) <input type="checkbox"/> Training needs assessment not available.	
3140	Standard operating procedures involving Biohazardous Materials are not available for:				<input type="checkbox"/> Standard Operating Procedures not available for procedures involving pathogens.	<input type="checkbox"/> Not applicable	
3150	Standard Operating Procedure (SOP) Audit - Contents of 1 SOP review for compliance with the Canadian Biosafety Standard				<input type="checkbox"/> Biosafety risks not identified <input type="checkbox"/> Biosecurity risks not identified <input type="checkbox"/> Maintenance not included in SOP <input type="checkbox"/> Good microbiological procedures not employed (see additional comments) <input type="checkbox"/> Not available	<input type="checkbox"/> Training requirements not specified <input type="checkbox"/> Movement of biohazardous materials not described <input type="checkbox"/> Traffic flow from clean to dirty not described <input type="checkbox"/> Personal protective equipment not listed in SOP	
3160	Visual inspections of containment zone				<input type="checkbox"/> Maintenance records not up to date <input type="checkbox"/> Not applicable	<input type="checkbox"/> No record of visual inspection of the containment zone by lab personnel	
3170	Application to Biohazardous Materials is kept on file and information is current				<input type="checkbox"/> No permit available <input type="checkbox"/> Permit not amended within the past year	<input type="checkbox"/> Not applicable	
<b>Biological Safety Cabinets (BSCs)</b>							
3210	BSCs certified annually				<input type="checkbox"/> BSC not certified <input type="checkbox"/> Expired certification	<input type="checkbox"/> Certification sticker not visible	
3220	Work surface and shield clean				<input type="checkbox"/> Unclean work surface	<input type="checkbox"/> Unclean shield	
3230	Proper procedures followed when working in BSCs				<input type="checkbox"/> PPE not worn while working in BSC <input type="checkbox"/> Front grill covered	<input type="checkbox"/> Workflow does not follow from clean to dirty <input type="checkbox"/> No waste container available	
3240	No potential sources of ignition in the BSC				<input type="checkbox"/> Bunsen burner found inside BSC	<input type="checkbox"/> Use of open flame in BSC <input type="checkbox"/> Lasers or laser targets in BSC	
3250	No permanent storage of materials in BSC				<input type="checkbox"/> Storage of materials in BSC		





3260	BSCs located as to minimize disruption of the intake air curtain				<input type="checkbox"/> BSC next to door <input type="checkbox"/> BSC placed under HVAC supply/exhaust <input type="checkbox"/> BSC facing chemical fume hood <input type="checkbox"/> BSC facing another BSC	<input type="checkbox"/> BSC in high traffic area <input type="checkbox"/> Note: If an SOP is in place to mitigate these risks the lab receives a pass (must be documented). SOP title:
3270	Other containment devices present designed and used in a manner to prevent the release of biohazardous materials				<input type="checkbox"/> No rotor cups for centrifuge <input type="checkbox"/> No gasket seal on blender <input type="checkbox"/> Not applicable	<input type="checkbox"/> Other (see additional comments)
3280	Vacuum systems equipped with an in-line filter				<input type="checkbox"/> No filter <input type="checkbox"/> 0.45 micron filter used	<input type="checkbox"/> No record of visual inspection of the filter <input type="checkbox"/> No record of replacing filter
<b>Biohazardous Waste</b>						
3310	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 <input type="checkbox"/> Biohazardous waste container not labelled	<input type="checkbox"/> Liquid waste not decontaminated prior to disposal <input type="checkbox"/> No double bagging of waste in incineration boxes next to BSC <input type="checkbox"/> Name of PI missing
3320	Biohazardous sharps containers available and properly labelled				<input type="checkbox"/> Biohazardous sharps container not clearly labelled "BIOHAZARDOUS SHARPS" <input type="checkbox"/> Biohazardous sharps found in the regular garbage <input type="checkbox"/> Biohazardous sharps NOT collected in a CSA-approved sharps container <input type="checkbox"/> Biohazardous pipette tips not collected in a puncture proof container	<input type="checkbox"/> Biohazardous sharps container not clearly labelled - original label visible <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
3330	Disinfectants against agents in use are available				<input type="checkbox"/> Disinfectants not available <input type="checkbox"/> Ethanol used but wrong concentration (over 85%) <input type="checkbox"/> No expiry date on chemicals with a defined shelf-life	<input type="checkbox"/> Expired disinfectants (see additional comments) <input type="checkbox"/> Neutralization agents not available for toxins <input type="checkbox"/> Validation of disinfectant is not available
3340	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"/> Lot number of biological indicators not documented	<input type="checkbox"/> Testing logs not kept on file <input type="checkbox"/> Where recording devices are provided cycle, parameters are not monitored
3350	Records of autoclave cycle logs (time, pressure and temp.) kept on file				<input type="checkbox"/> Waste is incinerated <input type="checkbox"/> Missing information <input type="checkbox"/> Autoclave not validated. <input type="checkbox"/> Not applicable.	<input type="checkbox"/> Cycle logs not kept on file. <input type="checkbox"/> Validation documentation not kept up to date.



Checklist Items	P-F-N/A				Comments	
<b>4 RADIATION</b>	<b>Rooms</b>					
<b>General Requirements</b>						
4110 Radiation warning signs posted (door, hood, ref. etc.)					<input type="checkbox"/> Not on fumehood/bench <input type="checkbox"/> No warning sign at lab entry <input type="checkbox"/> Frivolous posting	<input type="checkbox"/> Not on dedicated equipment <input type="checkbox"/> Not on radioisotope storage area
4120 CNSC, Internal Permit posted					<input type="checkbox"/> Internal permit not posted <input type="checkbox"/> Internal permit not updated	<input type="checkbox"/> CNSC Class poster not posted
4130 Log Book present					<input type="checkbox"/> Logbook not kept near working area <input type="checkbox"/> Logbook damaged/full: contact EHS for replacement	
4140 Staff & student Radiation Safety Training					<input type="checkbox"/> Untrained personnel handling radioactive material <input type="checkbox"/> Personnel require refresher course every 3 years	
4150 Previous deficiencies adequately resolved					<input type="checkbox"/> Previous deficiency not resolved. See point ..... from previous inspection.	
<b>Contamination and Monitoring</b>						
4210 Wipe test and LSC					<input type="checkbox"/> Wipe test frequency not done in accordance with RSM. Must be within five days after radioisotope handling. <input type="checkbox"/> Decontamination not done after contamination is found <input type="checkbox"/> Wipe test not done after decontamination <input type="checkbox"/> Wipe test logs not kept in logbook or companion binder	
4220 Contamination					<input type="checkbox"/> Contamination found at sample location ..... See attached wipe test results. Decontamination should be done immediately.	
4230 Survey instrument available, calibrated & functioning					<input type="checkbox"/> No instrument available <input type="checkbox"/> Instrument not calibrated within the last year.	<input type="checkbox"/> Not functioning/broken <input type="checkbox"/> Batteries dead/not found <input type="checkbox"/> Inappropriate instrument type
4240 Thyroid monitoring					<input type="checkbox"/> Personnel Condition 1 not respected. (see internal permit)	
4250 Personnel monitoring utilized (TLD or OSL)					<input type="checkbox"/> Personnel Condition 2 not respected. (see internal permit) <input type="checkbox"/> Personnel Condition 3 not respected. (see internal permit) <input type="checkbox"/> Dosimeter reports not accessible to all users	
<b>Radioisotope and Waste</b>						
4310 Radioisotope physical inventory (vials identified)					<input type="checkbox"/> Vial missing myLab I.D. # <input type="checkbox"/> Vial missing: I.D. ....	
4320 Radioisotope inventory updated (myLab)					<input type="checkbox"/> Vial info not entered into myLab <input type="checkbox"/> Vial usage(s) not recorded in myLab. <input type="checkbox"/> Vial disposal not recorded in myLab.	
4330 Radioisotope storage and security adequate					<input type="checkbox"/> Radioactive material not stored in an appropriate place <input type="checkbox"/> Radioactive material not secured (accessible to unauthorized personnel) <input type="checkbox"/> Radioactive material not adequately shielded.	
4340 Radioactive waste stored and labelled properly					<input type="checkbox"/> Radioactive waste not adequately shielded <input type="checkbox"/> Waste container not labelled properly <input type="checkbox"/> Inappropriate use of waste containers (i.e. Liquid, Solid, and IL) <input type="checkbox"/> Waste container not "opened" in myLab <input type="checkbox"/> Waste container "closed" in myLab was not brought to waste room for pickup	



Radioisotope	Open or sealed	Stored in	Used in	Comments

Checklist Items	P-F-N/A				Comments
<b>5 LASER SAFETY</b>	<b>Rooms</b>				
<b>Administrative and procedural Control Measures</b>					
5110 Laser Registration				<input type="checkbox"/> Laser not registered <input type="checkbox"/> Permit not displayed	<input type="checkbox"/> Laser permit not appropriate to laser <input type="checkbox"/> Laser Permit expired
5120 Standard Operating Procedures (SOPs)				<input type="checkbox"/> No SOPs available	<input type="checkbox"/> SOP is not representative of the work required
5130 Alignment, Calibration, and Servicing Procedures				<input type="checkbox"/> No notice sign available <input type="checkbox"/> No SOP <input type="checkbox"/> Alignments performed by service personnel from outside McGill	<input type="checkbox"/> Additional tools needed for beam termination <input type="checkbox"/> Additional covers needed for reflections <input type="checkbox"/> Additional control measures needed
5140 Modified or home build lasers classified				<input type="checkbox"/> Modified lasers not classified	<input type="checkbox"/> Laser modifications not kept up to date
5150 Emergency Preparedness				<input type="checkbox"/> Access to manufacturer's name and contact information available in case of emergency malfunction <input type="checkbox"/> Interlock non-functional <input type="checkbox"/> No emergency plan	<input type="checkbox"/> No one available for demonstration <input type="checkbox"/> No Emergency Stop <input type="checkbox"/> No testing records available <input type="checkbox"/> Emergency stop non-functional
5160 Personnel adequately trained and Baseline Eye Testing has been done				<input type="checkbox"/> No record of Laser Safety Training for:  <input type="checkbox"/> No record of Baseline Eye Testing for:	<input type="checkbox"/> Laser Safety Training must be refreshed every 3 years <input type="checkbox"/> Not applicable: High Powered Enclosed Laser



Indoor Laser Controlled Area						
5210	Entrance posted with warning signs, outside/inside				<input type="checkbox"/> Sign not appropriate to laser <input type="checkbox"/> Information missing from sign <input type="checkbox"/> Sign missing	<input type="checkbox"/> Not applicable :High Powered Enclosed Lasers <input type="checkbox"/> Hand-written edits to sign
5220	Windows/doorways/open portals covered				<input type="checkbox"/> Uncovered entrance. <input type="checkbox"/> No windows. <input type="checkbox"/> Incomplete cover. <input type="checkbox"/> Uncovered windows.	<input type="checkbox"/> Laser pointed at doorway or uncovered window. <input type="checkbox"/> Not applicable: High Powered Enclosed Lasers.
5230	Exposed beam not at eye level in any standing or seated position				<input type="checkbox"/> Exposed beam at eye level	<input type="checkbox"/> Not applicable: High Powered Enclosed Lasers.
5240	Laser beam disabled when not in use (e.g. Activation key removed/secured)				<input type="checkbox"/> Key in lock <input type="checkbox"/> Key control not functional <input type="checkbox"/> Laser left on and unattended	<input type="checkbox"/> Exemption due to excessively long charge up time (>2 hours) <input type="checkbox"/> Not applicable: High Powered Enclosed Lasers.
5250	Beam is clearly defined, unobstructed, and properly terminated				<input type="checkbox"/> Beam terminator inadequate for laser <input type="checkbox"/> Beam terminator showing wear/damage <input type="checkbox"/> Beam allowed to diffuse over large area <input type="checkbox"/> Beam path obstructed by loose clutter <input type="checkbox"/> Laser light being reflected back into the instrument <input type="checkbox"/> Non-essential mirrors	<input type="checkbox"/> Beam barriers, stops, shrouds, curtains inadequate <input type="checkbox"/> Beam directed at wall, floor, or ceiling <input type="checkbox"/> Laser not secured to optical table or other fixture <input type="checkbox"/> Optical components in beam path not secured <input type="checkbox"/> Reflective metal table used with class 3B or 4 laser <input type="checkbox"/> Reflective metal materials
Engineering Control Measures						
Beam path is: Enclosed <input type="checkbox"/> Limited <input type="checkbox"/> Open <input type="checkbox"/>						
5310	Laser Enclosures				<input type="checkbox"/> Enclosure not functioning/broken <input type="checkbox"/> Cracked/Worn <input type="checkbox"/> Shields <input type="checkbox"/> Windows	<input type="checkbox"/> No beam enclosure <input type="checkbox"/> Enclosure is incomplete <input type="checkbox"/> Curtains not fire resistant <input type="checkbox"/> Barriers <input type="checkbox"/> Screens
5320	Viewing windows/optics do not allow exposure >MPE				<input type="checkbox"/> OD and Wavelength not indicated on filtered window screen <input type="checkbox"/> Not applicable: High Powered Enclosed Lasers	<input type="checkbox"/> Viewing optics collecting laser light directly into eye. <input type="checkbox"/> Viewing optics making exposure>MPE
5330	Laser labels (class, aperture, access, etc.) present				<input type="checkbox"/> Hazard warning stickers not present on enclosed laser <input type="checkbox"/> Beam enclosure not labelled	<input type="checkbox"/> Conduits not labelled (>3m long) <input type="checkbox"/> Long Fibre optic cable not labelled



5340	Other Engineering Controls (Warning Lights, Sirens, Remote Viewing Stations, etc.)				<input type="checkbox"/> Engineering control(s) non-functional <input type="checkbox"/> No one available for demonstration <input type="checkbox"/> No testing records available <input type="checkbox"/> Additional Engineering Controls needed <input type="checkbox"/> Camera not showing laser <input type="checkbox"/> Light burnt out	<input type="checkbox"/> No siren or siren making peculiar noise <input type="checkbox"/> Video camera not functional <input type="checkbox"/> Remote controls not functional <input type="checkbox"/> Remote controls or viewing screen still within Nominal Hazard Zone <input type="checkbox"/> Not applicable: High Powered Enclosed Lasers.
<b>Non-Beam Hazards</b>						
5410	Electrical (HV) hazards				<input type="checkbox"/> Other electrical hazards <input type="checkbox"/> Exposed capacitor or high voltage power supply <input type="checkbox"/> Electrical insulating mats not used for exposed electronics or home built/modified lasers <input type="checkbox"/> Insulation worn/patchy	<input type="checkbox"/> Equipment in clear need of maintenance (unusual noise, flash, rumble, vibration, etc) <input type="checkbox"/> Water in or near electronic parts <input type="checkbox"/> Equipment needs to be grounded or have an uninterruptible power supply
5420	Hazardous Products in or near the beam path and Laser Generated Air Contaminants (LGACs)				<input type="checkbox"/> Flammable materials <input type="checkbox"/> Toxic laser dyes or solvents <input type="checkbox"/> Hazardous materials in beam path	<input type="checkbox"/> Compressed gases <input type="checkbox"/> Cryogenic liquids <input type="checkbox"/> No ventilation
5430	Collateral Radiation or Plasmas				<input type="checkbox"/> Light leaking from housing <input type="checkbox"/> X-rays emitted from equipment more than 15kV <input type="checkbox"/> No electromagnetic shielding used for plasmas	<input type="checkbox"/> IR radiation emitted from red laser <input type="checkbox"/> UV radiation from low level violet laser <input type="checkbox"/> No lead barriers
5440	Fire/explosion hazard				<input type="checkbox"/> Excessive pressure applied to compressed gas or liquid activating agents. <input type="checkbox"/> Laser target(s) likely to explode or shatter	<input type="checkbox"/> High Pressure Arc Lamp <input type="checkbox"/> Heated targets creating fire hazard <input type="checkbox"/> Heated parts becoming a fire hazard <input type="checkbox"/> Fire Hazard
5450	Noise hazard				<input type="checkbox"/> No noise cancelling headphones provided	<input type="checkbox"/> Noise greater than 90dBA



Checklist Items		P-F-N/A			Comments	
<b>6 CANNABIS AND CONTROLLED SUBSTANCE</b>						
<b>Possession Compliance</b>						
6110	Current Cannabis / Controlled Substance Inventory matching myLab?				<input type="checkbox"/> Inventory not updated <input type="checkbox"/> Name of substance not matching inventory:	<input type="checkbox"/> Available but incomplete <input type="checkbox"/> myLab not implemented
6120	Exemption/license validity for substance in possession				<input type="checkbox"/> Not valid or expired <input type="checkbox"/> Internal permit not valid	<input type="checkbox"/> Submitted and awaiting Health Canada approval
6130	Current possession amount respects license limit?				<input type="checkbox"/> Cannabis inventory exceeds license amount <input type="checkbox"/> Controlled Substance inventory exceeds exemption amount	<input type="checkbox"/> Cannabis and Controlled Substance amount exceeds possession amount
6140	Tracking number assigned to Controlled Substance				<input type="checkbox"/> No DIN <input type="checkbox"/> No tracking #	<input type="checkbox"/> No information on Controlled Substance <input type="checkbox"/> Not applicable for Cannabis
6150	Cannabis and Controlled Substance purchase can be traced to a valid supplier?				<input type="checkbox"/> No information related to purchase	<input type="checkbox"/> Purchased from unauthorized distributor.
6160	Containers and/or bottles properly labelled				<input type="checkbox"/> Unlabelled bottle/container	<input type="checkbox"/> Illegal bottle/container
6170	No use or administration of expired drugs				<input type="checkbox"/> Expired Controlled Substance	
6180	Laboratory free of synthetic Cannabinoid Type 1 agonists?				<input type="checkbox"/> PI is in possession of synthetic Type 1 agonist without exemption. Substance in possession:	<input type="checkbox"/> Not applicable
<b>Administration Compliance</b>						
6210	Documentation and records of administration, inventory, ordering, receiving and destruction.				<input type="checkbox"/> Total starting amount but no current amount <input type="checkbox"/> No administration record <input type="checkbox"/> No order/receiving documentation	<input type="checkbox"/> Gap in running inventory <input type="checkbox"/> No signature of authorized individual <input type="checkbox"/> No record of destruction <input type="checkbox"/> Unauthorized method of destruction
6220	Training and orientation of individuals working on same project				<input type="checkbox"/> Missing individuals on training record:	
6230	Has there been a change in Cannabis/Controlled Substance activity or location?				<input type="checkbox"/> No notification to EHS or Health Canada	
6240	All persons working with Cannabis must be at least 21 years of age				<input type="checkbox"/> Persons under 21 years old:	



Storage and Physical Security						
6310	Cannabis and Controlled Substances are stored as per directive on physical security				<input type="checkbox"/> No security measures in place <input type="checkbox"/> Does not meet Health Canada compliance for storage level	<input type="checkbox"/> Storage and security measures in place but are not followed (e.g. locked door found unlocked)
6320	Controlled Substances and Cannabis stored separately from each other and from other research groups				<input type="checkbox"/> Controlled Substances are stored with another researcher <input type="checkbox"/> Safe or secure area does not belong to the researcher (public access)	<input type="checkbox"/> Multiple PIs using storage area <input type="checkbox"/> Cannabis and Controlled Substances stored together
6330	Security systems that are implemented are functioning correctly (cameras, card readers, detection systems)				<input type="checkbox"/> Items not functioning and require maintenance:	<input type="checkbox"/> Not applicable
6340	Relocation record of approved secondary storage area				<input type="checkbox"/> Substances have been relocated but without proper documentation <input type="checkbox"/> Not applicable, Cannabis can't be relocated. A license amendment is required.	<input type="checkbox"/> Substances have been relocated with proper documentation but secure area does not meet security requirement. <input type="checkbox"/> Cannabis can't be relocated. A license amendment is required.