



## Laboratory Safety *Self-assessment* Checklist for Principal Investigators, Teaching Laboratory Coordinators/Superintendents and Lab Supervisors

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Room No: \_\_\_\_\_

### Indicate if the following risks are relevant to your laboratory:

Yes N/A

- Radioactive materials [[www.mcgill.ca/ehs/laboratory/radiation](http://www.mcgill.ca/ehs/laboratory/radiation)]
- ANSI (American National Standards Institute) Class 3b or 4 lasers, or embedded laser systems [<https://www.mcgill.ca/ehs/laboratory/laser-safety>]
- Biological safety – Containment Level 1 [[www.mcgill.ca/ehs/laboratory/biosafety](http://www.mcgill.ca/ehs/laboratory/biosafety)]
- Biological safety – Containment Level 2 or 2+
- Biological safety – Containment Level 3
- Chemical storage and handling [[www.mcgill.ca/ehs/laboratory/lab-safety-manual](http://www.mcgill.ca/ehs/laboratory/lab-safety-manual)]
- Fire Prevention [[www.mcgill.ca/campussafety/fire-prevention](http://www.mcgill.ca/campussafety/fire-prevention)]
- Ergonomics (repetitive movement) [[www.mcgill.ca/ehs/programs-and-services/ergonomics](http://www.mcgill.ca/ehs/programs-and-services/ergonomics)]

### Indicate if your laboratory personnel have received training and/or information in the following:

Yes N/A *Training required*

- WHMIS 2015 (Workplace Hazardous Materials Information System) [[www.mcgill.ca/ehs/training/whmis/](http://www.mcgill.ca/ehs/training/whmis/)]
- Radiation Safety [[www.mcgill.ca/ehs/training/radiation/](http://www.mcgill.ca/ehs/training/radiation/)]
- Laser Safety & Baseline Eye Exams [[www.mcgill.ca/ehs/training/lasersafety](http://www.mcgill.ca/ehs/training/lasersafety)]
- Introduction to Biosafety [[www.mcgill.ca/ehs/training/biosafety](http://www.mcgill.ca/ehs/training/biosafety)]
- Safe Use of Biosafety Cabinets [[www.mcgill.ca/ehs/training/biosafety](http://www.mcgill.ca/ehs/training/biosafety)]
- Respiratory Protection Training & Fit Testing (for N95 or reusable for respirators) [[www.mcgill.ca/ehs/training/respiratory-protection-fit-testing](http://www.mcgill.ca/ehs/training/respiratory-protection-fit-testing)]
- Hazardous Waste Disposal [[www.mcgill.ca/ehs/training/hazardwaste](http://www.mcgill.ca/ehs/training/hazardwaste)]
- Emergency equipment (ex. location and use of fire extinguishers, eyewashes, showers)
- Emergency procedures (ex. telephone numbers, evacuation protocols) [[www.mcgill.ca/campussafety/fire-prevention/emergency-evacuation](http://www.mcgill.ca/campussafety/fire-prevention/emergency-evacuation)] [[www.mcgill.ca/campussafety/emergency-management-preparedness/emergency-procedures-and-protocols](http://www.mcgill.ca/campussafety/emergency-management-preparedness/emergency-procedures-and-protocols)]
- First aid (location and maintenance of first aid kits, first aid procedures) [[www.mcgill.ca/ehs/training/firstaid](http://www.mcgill.ca/ehs/training/firstaid)]
- Reporting accidents, incidents, spills and dangerous situations [[www.mcgill.ca/ehs/forms/forms](http://www.mcgill.ca/ehs/forms/forms)]
- Personal protective equipment (gloves, eye protection, etc)



**Signage:**

Yes No

- Have laboratory information cards (LICs) been updated within the last 3 years?  
[\[https://www.mcgill.ca/ehs/forms/posters\]](https://www.mcgill.ca/ehs/forms/posters)
- Are LICs posted on all doors where hazardous materials are handled or stored?
- Radiation permits displayed where radioactive hazards are used.
- Laser permits displayed where laser hazards are used.
- Are freezers, refrigerators and other areas used for storage of hazardous materials secure and labelled to indicate contents and ownership?
- Cold room guidelines [\[www.mcgill.ca/ehs/forms/posters\]](http://www.mcgill.ca/ehs/forms/posters)
- First aid poster updated and posted in the lab [\[www.mcgill.ca/ehs/files/ehs/1staid\\_form-095\\_v.1.2\\_lab\\_workshop\\_emergency\\_poster.pdf\]](http://www.mcgill.ca/ehs/files/ehs/1staid_form-095_v.1.2_lab_workshop_emergency_poster.pdf)
- First aid kit available and inspected every three months  
[\[https://www.mcgill.ca/ehs/files/ehs/1staid\\_form-012\\_v.2.0\\_first-aidkitinspectionform.doc.pdf\]](https://www.mcgill.ca/ehs/files/ehs/1staid_form-012_v.2.0_first-aidkitinspectionform.doc.pdf)
- Eyewash station available (in the lab or corridor) and tested every week [tags provided yearly by EHS]
- Emergency shower available (in the lab or corridor) and tested every year by Building Services [tags provided by EHS to Building Services]
- All embedded laser hazards indicated with hazard symbol or label
- All storage areas labelled properly
- All bottles / containers labelled properly