WORKPLACE INSPECTION CHECKLIST FOR LABORATORY ENVIRONMENTS

Western	**Standard OHS Workplace Inspection Checklist**	
	Review Date:	Next Review:

Inspection Site:	
Inspection Team:	**Contacts:**

Written Laboratory Safety Policies/Procedures/Records	
1. The lab has information readily available for the following	
a. Chemical spills (Sec. 11.6)	
b. Radiation spills (Radiation Safety Manual)	
c. Biohazard spills (Biosafety Manual)	
2. The Lab has Fire/Safety Emergency Plan	
3. Standard Operating Procedures (SOPs) on specialized lab procedures have been written which include up-to-date safety information	
4. Records are kept of any safety inspection Compliance Orders received and corrective actions	
Hazardous Material Safety	
1. All lab personnel have ready access to all the Material Safety Data Sheets (MSDSs) (Sec. 9.3)	
2. A current inventory of hazardous materials is available which includes the proper name of the hazardous material. (Sec. 9.5)	
3. Incompatible hazardous materials are isolated from each other (i.e., stored according to chemical classes) (Appendix 2)	
4. Refrigerators containing hazardous materials are labeled to identify contents and restrictions (Sec. 10.1)	
5. Storage and use of flammables and combustible liquids is consistent with the requirements of the Policy 1.34 on the Storage and Dispensing of Flammables and Combustible Liquids in Laboratories.	
6. Piping (tubing), valves, and fittings used in experimental equipment are compatible with the hazardous materials for which they are used, and checked	

periodically for integrity	
7. Compressed gas cylinders are handled, stored and used properly (Sec. 8.13 & Appendix 5)	
8. Storage of organic peroxides or peroxide-forming compounds (e.g. aldehydes and ethers) is restricted to one year after opening.	
Laboratory Safety	
1. Laboratory personnel remove hazardous materials residues on floors, bench tops and fume hood counter tops	
2. Laboratory floors and bench tops are uncluttered	
3. Laboratory fume hoods are free from stored materials	
4. Laboratory aisles are clear of obstructions that may inhibit or block safe exiting	
5. There are easy access to electrical panels	
6. Electrical equipment is plugged into permanent wiring outlets or a single power bar (no extension cords)	
7. Multi-plug fused power strips are used if permanent wiring outlets are not available	
8. Electrical equipment or power strips with frayed or damaged cord insulated or damaged plugs are removed from service	
9. All electrical equipment is certified or approved acceptable to the Electrical Safety authority of Ontario (Appendix 1)	
10. Belts, pulleys, and other exposed moving equipment parts are guarded (Sec. 8.5)	
11. Vacuum equipment is provided with a filter or trap (Filter or trap between process and vacuum equipment)	
12. Pressurized vessels or a similar high-pressure system has been pressure tested and is equipped with an over pressure device (Sec. 8.10)	
13. Equipment is serviced to ensure that it functions safely and records are kept (Sec. 8.4)	
14. A safety shower is within 25 m with no more than one door in the travel path (Sec 11.2)	
15. An Eye Wash is within 25 m with no more than one door in the travel path	
16. Explosion shields are used if needed (Sec. 8.6)	
17. Hazardous procedures or processes using hazardous materials are conducted in a fume hood (Sec. 10.3)	
18. A fume hood is used for work with hazardous materials (Appendix 6)	
19. The fume hood has a valid identification sticker	
20. Receptacles (plugs) are located outside the fume hood.	
Laboratory Worker Training	
1. Laboratory personnel working with hazardous materials have received training in the following: (Sec. 9.4)	
a. WHMIS	
b. Laboratory and Environmental/Waste Safety	
c. Location and use of safety deluge showers	

d. Location and use of eyewash station	
e. Biosafety and Radiation Safety Training as applicable	
2. Substance or task-specific training has been given by the supervisor or designee, including the proper selection, use, and maintenance of personal protective equipment (Sec. 5.1 and 9.4)	
3. The lab keeps records of what training was provided (Sec. 5.1 and 9.4)	
4. Safety procedures are discussed at staff, department, or other meetings and records/minutes are kept of the safety procedures/issues discussed at these meetings.	
5. Employees have been instructed in the following: (Sec. 11)	
a. The phone number to call for emergency assistance	
b. The location of the nearest fire alarm pull station	
c. The location and class of the nearest fire extinguisher	
d. The building evacuation route upon hearing a fire alarm	
e. The location of chemical spill kits	
f. Fire extinguisher, and agent use	
g. The location and use of secondary exits	
Hazardous Wastes	
1. Information on proper procedures for hazardous waste disposal is available in the lab	
2. Employees comply with hazardous waste pickup procedures	
3. Process waste streams are segregated	
4. Glass waste is segregated and disposed of separately from general waste (Sec. 8.7)	
5. Sharps are placed in sharps containers at point of generation and autoclaved and verified prior to disposal when required	
Personal Protective Equipment (PPE)	
1. Laboratory personnel use personal protective equipment suitable for the hazard(s) encountered (Sec 10.5)	
2. Safety glasses with side-shields are worn at all times, goggles and face shields are used as required for a process (see Eye Protection Program)	
3. All laboratory personnel receive instruction on proper PPE selection	
4. All laboratory personnel know how to select, use, and maintain equipment to protect eyes, skin, and respiratory system	
5. All laboratory personnel know to remove contaminated protective clothing such as lab coats in the laboratory before leaving	
General Emergency Preparedness	
1. Emergency instructions are posted	
2. An emergency phone contact list is posted in the lab and a copy kept elsewhere	
3. Chemical, biological, radiation, and fire emergency instructions are posted	
4. Hazard signs are posted as required by Western Warning Sign Booklet	

5. Staff knows to call 911 for all types of emergency	
Occupational Health	
A Position Hazard Communication Form has been completed for each employee and graduate student and filed with Staff/Faculty Health Services	

Inspector's Signature_____ Date_____

Sent to:

- ☐ Worker
- ☐ Supervisor/Manager
- ☐ Dean or Chair
- ☐ JOHSC
- ☐ Other

Corrective Measures

Description and Location of Hazard	Minor	Moderate	Major	Corrective Action (who, what, when)	Communication and Follow-up

- **The Inspection Team (indicated on Page 1) is responsible for follow-up and for ensuring this form is signed below when all corrective actions have been completed, and, copies of this form have been forwarded to those indicated above.**

Inspector's Signature_____ Date_____