

# MONTHLY INSPECTION CHECKLIST

## *Supervisor or Safety Designate*

### General Information

- Y N N/A Laboratory Safety Documentation Binder is accessible and up-to-date
- Y N N/A Is an emergency contact sign posted with names and numbers of key personnel?
- Y N N/A Are UWO accident/incident forms available and accidents/incident procedures posted?

### Basic Safety

- Y N N/A Are aisles, walkways and exits clear and all walking surfaces slip free?
- Y N N/A Is the access to all emergency equipment and services clear?
- Y N N/A Are shelves, bookcases etc. sufficient for the intended load and well secured?
- Y N N/A Are records kept of workplace equipment inspection and maintenance?
- Y N N/A Is all mechanical, cutting, chemical and/or ionizing equipment properly shielded?
- Y N N/A Is all vacuum and/or pressure systems properly shielded or guarded?
- Y N N/A Are proper Dewars being used for cryogenic liquids? (i.e. liquid nitrogen).
- Y N N/A Does all electrical equipment have (CSA, ULC, etc.) approval stickers/plates?
- Y N N/A Is all equipment connected directly to the supply without the use of extension cords?
- Y N N/A Is electrical equipment (without GFCI protection) well clear of wet environments?
- Y N N/A Are compressed gas cylinders individually and securely restrained?
- Y N N/A Is the proper regulator being used for each compressed gas?

### WHMIS

- Y N N/A Is the laboratory/emergency equipment posted according to UWO guidelines?
- Y N N/A Are all hazardous materials labelled according to section 8.3?
- Y N N/A Is there a current inventory all hazardous substances in the lab?
- Y N N/A Do the workers know where to find current (< 3 yrs.) MSDS's for materials being used?
- Y N N/A Have all workers received the prescribed training from OH&S and are current?

### Hygiene Practices

- Y N N/A Are chemicals stored and segregated according to UWO regulations?
- Y N N/A Is waste segregated/streamed/stored/labelled properly?
- Y N N/A Are large/heavy containers stored less than 2 metres above the floor?
- Y N N/A Are explosion proof refrigerators used for the storage of flammable liquids?
- Y N N/A Are there < 10 litres of flammable liquids outside an approved (yellow) cabinet?
- Y N N/A Are fumehoods being used as required and free of storage and clutter?
- Y N N/A Is the fumehood flow alarm or flow indicator present and working properly?
- Y N N/A Is proper personal protective equipment being worn by all lab personnel?
- Y N N/A Is the lab free of all evidence of food consumption in hazard areas?

### Emergency Equipment and Procedures

- Y N N/A Do personnel know the location of the closest First Aid Kit and Spill Kit?
- Y N N/A Is there an Eyewash Station and Safety Shower (<25m) available as needed?
- Y N N/A Are the Fire Extinguishers appropriate and checked regularly (monthly)?
- Y N N/A Do personnel know the Emergency Evacuation Plan and route of exit from the workplace?
- Y N N/A Is a visitor policy in force, are visitor safety glasses available?

Corrective actions or follow-up to be done (and by whom):

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