# Instructions

# Location(s)

Date:

# Inspected by:

1. Complete inspections on a monthly basis. Edit this checklist to suit your specific location(s).
2. Inspect each item on the checklist and answer YES or NO to each question.
3. For unsatisfactory items (NO), describe the deficiency and location.
4. Take all necessary actions or make necessary recommendations to correct/control the deficiencies.

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| --- | --- | --- | --- |
| Item | Question(s) | YES/ NO | Deficiency and Location |
| General: | | | |
| Required PPE | Are all required Personal Protective Equipment available and used?  Are PPE requirements posted and visible at the lab entrance?  Are lab coats/gowns clean and available for both lab users & visitors? |  |  |
| Food/Drink | Is the lab free of evidence of food/drink consumption? |  |  |
| Housekeeping | Are aisles and doorways free of slip/trip/fall hazards?  Are emergency equipment and electrical panels accessible?  Have cardboard boxes been emptied, contents stored safely, any hazard labelling defaced and the box disposed of? |  |  |
| Lab Personnel Changes & Training | Have all new personnel completed training needs assessment and lab-specific training/orientation?  Have departed members been taken off of lab permits and new members added as appropriate? |  |  |
| Fire Extinguishers | Are extinguishers accessible, in good condition, charged & inspected within last year? |  |  |
| Emergency Eyewash | Is the eyewash accessible, clearly labeled, and tested monthly?  Last test (date & temp): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Emergency Showers | Is the emergency shower accessible, clearly labeled and tested annually by Building Operations or facility maintenance? |  |  |
| Spill Kit | Is the spill kit accessible, and fully stocked?  (*Note: people sometimes ‘loot’ kits for brooms and PPE even when a spill has not happened*) |  |  |
| Equipment | Is all equipment in good working condition?  (C*racked glass, worn O-rings or seals, broken latches in need of repair, etc. should be noted under “Deficiency and Location”)* |  |  |
| Fume Hoods & Biosafety Cabinets | Are hoods and BSCs tidy with the sashes at certified levels?  Have they been certified in the last 12 months? |  |  |
| Inventories | Have new reagents arrived in the past month?  Have they been added to the appropriate inventory? |  |  |
| Signage | Do signs on labs and storage areas accurately label the hazards within and display correct emergency contact information? |  |  |
| Permit | Are current Biosafety & Radiation Safety Permits posted in each permitted room? |  |  |
| Cold Storage | Are fridges/freezers labeled with lab contact info and appropriate hazard type?  (*Note: biohazard and/or radiation inventory must be in a secure area*) |  |  |
| Waste Containers | Do all biological and/or radiation waste containers have lids and legible hazard labels? |  |  |
| Chemical Safety: | | | |
| Hazard Communication | Are containers properly labeled as per WHMIS?  Is the SDS readily available? |  |  |
| Chemical Storage | Are storage areas accurately labeled, incompatibles segregated, and secondary containers used when necessary? |  |  |
| Flammables | Is there less than 25 L in the open lab, outside of cabinets?  Are all containers of flammables under 5 L? |  |  |
| Disposal | Have all old and unused chemicals ready for disposal been discarded? |  |  |
| Biosafety: | | | |
| Disinfectants | Are disinfectant solutions labelled with the name, concentration and date prepared? |  |  |