



## SAFETY INSPECTION CHECKLIST FOR LABORATORIES

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

Location: \_\_\_\_\_ Inspected By: \_\_\_\_\_

<b>General</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is the footwear worn by all staff appropriate? (Toed shoes, no sandals)			
Are proper step stools used to reach hard to reach areas?			
Is the floor in good maintenance?			
Are all cupboard doors and drawers closed when not in use?			
Is the main walk area of the floor free of obstacles?			
Are only authorized personnel allowed in the laboratory?			
Is there a strict policy against food and beverages in the laboratory?			
Is protective equipment, such as gloves, lab coats, face shields, and goggles available when required?			
Are proper hand washing stations available, and are hands being washed often and before leaving the lab?			
Are inexperienced personnel supervised?			
Is there adequate ventilation in the lab?			
<b>Electrical</b>			
Does all electrical equipment have (CSA, UCC, etc.) approval stickers/plates?			
Is all equipment in use free of frayed cords, loose plugs or connections?			
Are there adequate electrical outlets to accommodate all equipment in use?			
Is there an ongoing maintenance program in place to ensure that electrical equipment is functioning well?			
<b>Fire Safety</b>			
Are fire extinguishers of the appropriate rating available?			
Are there enough fire extinguishers available?			
Are fire extinguishers located in conspicuous places and free from obstructions?			
Are fire extinguishers checked monthly?			

Are the initials of the person who did the inspection and the date of the fire inspection attached on a tag to the fire extinguisher?			
Are extinguishers refilled and checked after usage?			
Is there an ongoing in-service education on fire safety for all employees?			
Are the following included in the training: i) Location of all fire alarm pull stations? ii) Location of all fire extinguishers: iii) Proper use of fire extinguisher equipment? iv) Procedures to be followed in the event of a fire or evacuation			
Are all employees <b>completely familiar</b> with the facilities fire prevention program?			
Are all fire and emergency exits clearly marked and unobstructed at all times?			
<b>Chemical Handling and Storage</b>			
Are researchers aware of: i) The potential physical and health hazards of the chemicals in the lab? ii) The methods of handling chemicals safely?			
Are incompatible chemicals segregated?			
Are chemical storage areas properly labeled?			
Are chemical containers properly labeled?			
Are chemical refrigerators de-sparked and labeled properly?			
Are peroxide forming chemicals dated and tested?			
Is there a flammable storage cabinet in the lab for the storage of flammables?			
Is the flammables cabinet being used?			
When flammables are being dispensed: i) Is it in an isolated area, away from other operations? ii) Is there proper ventilation and proper exhaust (fume hood)? iii) Is there no potential source of ignition present? iv) Is there proper PPE available? (i.e. gloves, aprons and safety shields) v) Is the PPE being used?			
<b>Spill Response</b>			
Do personnel know the location of the closest First Aid Kit?			
Do personnel know the location of the closet Spill Kit?			
Are personnel familiar with the Queen's University Spill Procedures?			
<b>Fume Hoods</b>			
Has the face velocity been checked in the last 12 months?			
Are exhaust slots not blocked?			
Are sash(es) in place and functional?			
Are the fluorescent lights functioning?			

Are containers with volatile chemicals capped?			
Are the fume hoods free of clutter?			
<b>Gas Cylinders</b>			
Are all cylinders clearly identifiable by the label and colour code?			
Are cylinders chained and securely fastened whether in transport or in use?			
Is no more than one cylinder of any one type of gas stored in the lab at one time?			
Are all empty cylinders labeled accordingly and the valve turned off?			
Are flammable gases and oxidized gases kept at least 20 ft. apart?			
<b>Heating and Lighting</b>			
Is the work kept at a temperature that is suitable for working?			
Is their adequate lighting in the work area?			
Are bulbs replaced as soon as they are burnt out?			
Are exit signs clearly lit and completely unobstructed?			
<b>WHMIS</b>			
Have all personnel received WHMIS training?			
Are all hazardous materials labeled according to the WHMIS Regulations?			
Is there a current inventory of all hazardous substances in the lab?			
Do personnel know where to find current (<3 years) MSDS for the materials being used?			
Are researchers are knowledgeable of how to obtain information and interpret MSDS information?			
<b>Emergency Eyewash/Showers</b>			
Are researchers familiar with the location of the nearest eyewash/shower?			
Is the eyewash operable?			
Is the eyewash flushed until water is clear at least once per week by a designated researcher?			
Have emergency shower(s) been tested in the last 12 months and have a tag indicating testing date?			
Are all emergency showers free of obstructions?			

**ADDITIONAL OBSERVATIONS**