

University of Toronto
CONSIDERATIONS FOR LABORATORY INSPECTIONS

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SAFETY BULLETIN BOARDS & SIGNS

- Are they clean and readable?
- Is there a current list of names of health & safety committee members?
- Are the minutes of the last health & safety committee meeting posted?
- Is a copy of the Occupational Health and Safety Act posted?
- Are all safety instructions in place and visible in specialized laboratories (i.e. x-rays, radioactive materials, lasers)?

MATERIALS HANDLING

- Are handcarts available for moving gas cylinders?
- Are personnel trained in handling of hazardous materials (i.e. WHMIS trained)?
- Are proper gloves, goggles, lab coat worn when handling chemicals?
- Are heating mantles available and always used to heat flammable liquid?
- Are mechanical pipetting devices always used?
- Are all containers properly WHMIS labelled?
- Is an inventory maintained for all hazardous materials in laboratory?
- Are current material safety data sheets (MSDSs) readily available for each hazardous material in lab?

MATERIAL STORAGE

- Are all gas cylinders properly supported and stored?
- Are inter-reactive chemicals (i.e. acids, bases, corrosives, oxidizers, flammables, sulfides, cyanides) stored separately?
- Are hazardous chemicals stored properly?
- Does the lab have the least amount of hazardous material as possible?
- Are flammable solvents stored in special cabinets?
- Are flammable and volatile liquids kept away from heat, sunlight, electrical switches?
- Are explosion-proof refrigerators used for volatile and flammable liquids?
- Are food, utensils, etc. stored in refrigerator or near chemicals?
- Are shelves strong enough for load and securely fastened?
- Are materials stored on top of cabinets and files?
- Are materials piled too high or insecurely?
- Are large bottles and those containing hazardous or reactive materials on a shelf below eye level?

MATERIAL LABELLING

- Are containers properly WHMIS labelled?
- Are contents of unlabelled containers disposed of properly?
- Are ethers and other peroxide-forming chemicals labelled with date received and opened?
- Are gas lines labelled?

MATERIAL CLEANUP AND DISPOSAL

- Are spills of flammables, volatile liquids, acids, bases, corrosives, hazardous chemicals and mercury cleaned up immediately and properly?
- Are personnel trained in proper methods of cleaning up in event of spill (i.e. are there written procedures)?
- Are special materials available for neutralizing, adsorbing and cleaning up spills?
- Are acids and bases neutralized before being washed down sink with water?
- Are special containers available for chlorinated and non-chlorinated solvent wastes?
- Are labelled containers available for broken glass?

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SAFETY EQUIPMENT / PERSONAL PROTECTION

- Are eyewash facilities available and functional?
- Are safety showers available and functional?
- Is the first-aid kit fully stocked?
- Are there trained first-aiders for the area?
- Are emergency telephone numbers in a conspicuous place in each lab and office?
- Is the appropriate personal protective equipment available and properly used (i.e. glasses/goggles, gloves, lab coat, respiratory protection)?
- Are personnel trained in the proper use of equipment?

LABORATORY DESIGN AND HOUSEKEEPING

- Are fume hoods effective for current usage?
- Are fume hoods unblocked and uncluttered?
- Are all areas of lab well ventilated?
- Is the working space crowded or cluttered?
- Is there sufficient lighting?
- Is there good general housekeeping in the lab?

FIRE PROTECTION

- Are the proper fire extinguishers available?
- Are the extinguishers properly charged?
- Are personnel trained in use of fire fighting equipment?
- Are fire drills held?
- Are open flames and spark producers kept away from flammable vapours and liquids?
- Are all exits clear?

ELECTRICAL SAFETY

- Are all wires, cables, switches in good condition?
- Is explosion-proof electrical equipment used in areas exposed to flammable vapours (including lab wiring, outlets, fixtures, etc.)?
- Are electrical outlets outside of fume hoods?
- Are electrical outlets overloaded?
- Is electrical equipment grounded?
- Are extension cords used extensively?

OTHER POTENTIAL HAZARDS

- Any trip hazards?
- Any falling object hazards?
- Are drawers closed?
- Any protruding objects from shelves, benches, etc.?
- Are hazardous areas well designated?
- Any evidence of leakage or spillage?
- Are ultraviolet and other light sources visually shielded?

OTHER