

University of Toronto
WORKPLACE INSPECTION CHECKLIST: LABORATORIES

This checklist is intended to provide general guidance on inspecting for potential laboratory health and safety hazards. It is not intended to be exhaustive. Committees should customize checklists to their own workplaces.

1. Emergency Preparedness

- A. Fire Extinguishers**
- (i) Proper type present
 - (ii) Readily accessible
 - (iii) Serviced/tagged in past year
 - (iv) Fully charged
-
- B. Eyewash Station**
- (i) Present
 - (ii) Readily accessible
 - (iii) Functional
 - (iv) Bump tested weekly
-
- C. Emergency Deluge Shower**
- (i) Readily accessible
 - (ii) Safety tag showing annual testing completed
-
- D. First Aid**
- (i) First aid kit readily available
 - (ii) First aid kit fully stocked
 - (iii) Trained firstaiders
-
- E. Emergency Procedures**
- (i) List of emergency phone numbers posted
 - (ii) Personnel trained in emergency procedures
 - (iii) Personnel familiar with accident reporting procedures

2. Security/Personal Safety

- A. Security measures in place
- B. Not working alone or in isolation where possible

3. Floors, Aisles, Exits

- A. Clear and unobstructed
- B. Free of loose materials, debris, spills or worn floor coverings
- C. Well lit

4. Housekeeping

- A. Benchtops and work areas clean and organized
- B. Materials neatly and safely piled
- C. Floors regularly cleaned
- D. Surface dust levels low

5. Lighting

- A. Adequate for tasks conducted
- B. Light fixtures in good condition

6. General Ventilation

- A. Good temperature control
- B. Lab well ventilated

7. General Chemical Safety

- A. Chemical Storage**
- (i) Properly labelled
 - (ii) Proper chemical segregation
 - (iii) Proper storage shelving
 - (iv) Tidy and uncluttered
-
- B. WHMIS**
- (i) Containers WHMIS labelled
 - (ii) Current MSDSs readily available at all times
 - (iii) All personnel WHMIS trained
 - (iv) Chemical inventory available
-
- C. Chemical Spills**
- (i) Spill kit available
 - (ii) All personnel trained in spill cleanup procedures
-
- D. Chemical Wastes**
- (i) Containers properly labelled
 - (ii) Proper storage
 - (iii) Regular disposal
 - (iv) Personnel trained in proper waste disposal procedures

8. Flammable Materials

- A. Maximum of 3 flammable storage cabinets per lab
- B. Maximum of 250 L flammable and 250 L combustible materials stored in cabinet
- C. Maximum of 50 L flammable and 250 L combustible materials stored outside cabinet
- D. Flammables stored away from heat or other ignition sources

9. Compressed Gas Cylinders

- A. Properly secured to fixed object
- B. Properly labelled
- C. Valve cap on when not in use
- D. Away from heat or ignition sources

10. Radioactive Materials

- A. Radioisotope permit posted
- B. Active work and storage areas properly marked
- C. All users have received radiation safety training
- D. Radioactive wastes properly contained and labelled

11. Biological Hazards

- A. Valid biosafety certificate
- B. Workers appropriately trained, including universal precautions
- C. Appropriate door signage for Level 2 and Level 3
- D. Hazardous biological wastes packaged, disinfected or sterilized
- E. Approved sharps disposal containers
- F. Workers immunized, as required

12. Protective Equipment

- A. Proper eye protection worn
- B. Lab coats or other protective clothing worn
- C. Proper gloves worn specific to the chemical or physical hazard
- D. Closed toe shoes worn
- E. Respiratory protection worn where required
- F. Protective equipment regularly inspected and maintained
- G. Employees trained in proper use of protective equipment

13. Hygiene Practices

- A. Proper handwashing facilities
- B. Eating and drinking prohibited

14. Electrical Safety

- A. Electrical cords, plugs and sockets in good condition
- B. Grounded connections
- C. Extension cords not used as permanent wiring
- D. Adequate number of outlets

15. Fumehoods

- A. Proper type for current use
- B. Unblocked and uncluttered
- C. Flow monitor and alarm (e.g. Ventalert) functional
- D. Fumehood performance tested by EHS within past 12 months (green sticker attached)
- E. Sash lowered to appropriate level

16. Biological Safety Cabinets

- A. Certified within past 12 months

17. Refrigerators

- A. Not used to store food or drinks.
- B. Clean and uncluttered
- C. Explosion safe or explosion proof, according to use.

18. Other Laboratory Equipment

- A. Clean
- B. Good working order
- C. Regularly inspected and maintained
- D. Proper electrical connection
- E. Users properly trained