Institute/Directorate/Centre:

**Campus, building and room number:**

Inspection conducted by:

Date:

|  | **YES** | **NO** | **N/A** |
| --- | --- | --- | --- |
| **General Safety** |  |  |  |
| Lab is maintained secure; door is locked when no one is in lab. |  |  |  |
| Appropriate clothing (no shorts or sandals) worn by everyone in lab. |  |  |  |
| Personal protective equipment (PPE) (i.e. lab coats, nitrile gloves, safety glasses, etc.) is available in labs handling chemicals, infectious materials, or any other health/physical hazard. |  |  |  |
| Work and storage areas clear of clutter; access to exit is unrestricted. |  |  |  |
| No food or drinks found in labs. |  |  |  |
| Hazard sign posted on corridor door. |  |  |  |
| Emergency phone numbers & plan posted next to phone. |  |  |  |
| **Chemical Safety** |  |  |  |
| Eyewash not blocked; can be accessed easily. |  |  |  |
| Fume hood free of clutter and stored chemicals. |  |  |  |
| Appropriate labels are found on all hazardous chemical containers. |  |  |  |
| Flammable liquid storage is limited to 25 gallons/room w/o flammable cabinet. |  |  |  |
| No flammable chemicals stored in regular refrigerator. |  |  |  |
| All compressed gas cylinders secured in upright position. |  |  |  |
| All compressed gas cylinders capped when not in use. |  |  |  |
| Shelves and chemical containers in good condition (no leaks, rust). |  |  |  |
| Spill control equipment (neutralizers, absorbent pads) are present. |  |  |  |
| **Hazardous Waste** |  |  |  |
| Hazardous chemical waste is generated in this area (**If “N/A”, skip to question # 26)**. |  |  |  |
| Satellite Accumulation Area (SAA) is located at or near where waste is generated. |  |  |  |
| Maximum SAA storage capacity not exceeded (55-gallons per hazardous waste stream). |  |  |  |
| Waste containers are in good condition (not leaking, rusted, bulging or damaged). |  |  |  |
| Each container is marked with the words “Hazardous Waste”. |  |  |  |
| Each container is marked with full chemical names identifying the contents stored inside (no abbreviations  or formulas). |  |  |  |
| Waste containers are kept closed unless adding waste. |  |  |  |
| Waste containers storing liquid hazardous waste at or near sinks and drains are stored within secondary  containment. |  |  |  |
| Secondary containment is in good condition (free of cracks, gaps and impervious to leaks). |  |  |  |
| Regulated medical waste or "sharps" waste is generated in this area **(If “N/A”, skip to question # 29)**. |  |  |  |
| Sharps are disposed in a proper container that is kept closed unless waste is being added. |  |  |  |
| Regulated medical waste is placed in red bags within boxes that are properly labeled or in another suitable  container (e.g. 55-gallon fiberboard drum). |  |  |  |

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| **Biological Safety** |  |  |  |
| Biological materials are not stored in hallways or in unlocked freezers / refrigerators. |  |  |  |
| Biohazard signs are posted in all labs handling infectious materials (BSL2 >). |  |  |  |
| Lab coats, gowns or scrubs are in use in labs handling infectious materials (BSL2 >). |  |  |  |
| Disinfectants are on hand for sanitizing bench tops and treating spills. |  |  |  |
| Biological safety cabinet(s) were certified within the last 12 months. |  |  |  |
| **Radiation Safety** |  |  |  |
| If radioactive material is present, is a proper sign posted on the lab door? |  |  |  |
| Radioactive waste is generated in this area. |  |  |  |
| Mixed waste (e.g. scintillation vials and any other radioactive and hazardous chemical waste mixture) is generated in this area. |  |  |  |
| Radioactive and/or mixed waste containers are properly labeled. |  |  |  |
| The GM meter(s) is calibrated. |  |  |  |
| The radioactive material use area is marked properly. |  |  |  |
| The radioactive material storage freezer is properly labeled. |  |  |  |
| Vials of radioactive material within a freezer are stored in a proper "lock box". |  |  |  |
| **Comments: and actions arising from inspection** |  |  |  |
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