



LAB INSPECTION CHECKLIST

Department:	Building & Room #:
Supervisor:	Inspection date:
Inspected by:	Accompanied by:
Inspection type: <input type="checkbox"/> Lab self-inspection	<input type="checkbox"/> OHSE inspection
The following types of hazards are present:	<input type="checkbox"/> Chemical <input type="checkbox"/> Biological <input type="checkbox"/> Radiation

SECTION A. REQUIRED					
Item #	Item	Yes	No	N/A	Comments
1.0	Laboratory Safety				
1.1	Lab door hazard signage posted and up-to-date?				
1.2	Food or drink absent from lab?				
1.3	Spill kits available and stocked, including spill pads, bags and spill response plan?				
1.4	Aisles, exits, emergency eyewash, showers, fire extinguishers clear of obstructions?				
1.5	Eyewash and shower tagged and tested monthly?				
1.6	Date of last fire extinguisher inspection within past 12 months?				
1.7	General housekeeping maintained in lab?				
1.8	Compressed gas cylinders secured to fixed structure?				
1.9	Required personal protective equipment (e.g. lab coats, safety glasses, closed toed shoes, gloves) worn in the lab?				
1.10	Respiratory protection used in the lab?				
1.11	Laboratory equipment checked regularly and operating as designed (ex. reflux condenser, hot plates, electrical cords, etc.)?				
1.12	Bottle carriers or carts utilized when transporting chemicals between work areas?				
2.0	Chemical Safety				
2.1	Chemicals stored in appropriate cabinets and containers?				

Item #	Item	Yes	No	N/A	Comments
2.2	Chemicals properly segregated by hazard class and compatibility				
2.3	Chemicals WHMIS labelled?				
2.4	Chemical inventory available and updated within past 12 months?				
2.5	Access to SDS's available in lab?				
2.6	Fume hoods certified within past 12 months?				
2.7	Equipment and apparatus located at least 15cm back from the face of the hood?				
2.8	Fume hood sash height provides splash protection and below maximum sash height?				
2.9	Local exhaust ventilation has been tested to be operating as designed in the past 12 months?				
2.10	If hydrofluoric acid used, a topical antidote (e.g. calcium gluconate) is available in the lab?				
2.11	Peroxide forming chemicals are labeled with the date received and regularly tested?				
2.12	Perchloric acid used only in a designated hood with wash-down capabilities?				
3.0	Hazardous Waste				
3.1	Hazwaste collected, segregated and disposed using OHSE online requisition?				
3.2	Secondary containment in place for hazardous waste containers?				
3.3	Liquid biowastes (level 1 or 2) following safe sink disposal protocols, either bleach or autoclave?				
3.4	All biowaste containers wiped down with disinfectant before removed for disposal?				
3.5	Biohazard pails used only for contaminated bio-materials and not general refuse?				
3.6	Safe sink disposal of non-hazardous wastewater following OHSE protocols?				
4.0	Training & Awareness				
4.1	Lab occupants completed appropriate training (e.g. WHMIS 2015, lab safety, bio, rad, etc.)?				
4.2	Lab occupants aware of numbers to call for first aid, spills and emergencies?				

Item #	Item	Yes	No	N/A	Comments
4.3	Incidents and hazards reported following OHSE procedures (e.g. DIHR form)?				
4.4	Lab self-inspection completed in past 12 months?				
SECTION B. OPTIONAL AREA (add department specific items as needed)					
8.0	Additional items				

SECTION C. COMMENTS