



# 1. Regular Self Inspection

## BACKGROUND

Health, Safety & Environment visits each lab on a regular basis to assist in making each space as safe as possible. Other inspections in the laboratory should be done more frequently. Use the following checklists for self-inspections. Rectify any deficiencies and record the results in the inspection log(s) in Appendix A. Please add and/or remove sections of the inspection checklists to best suit your lab.

- [Weekly Inspection Checklist](#)
- [Monthly Inspection Checklist](#)
- [Quarterly Inspection Checklist](#)
- [Annual Inspection Checklist](#)
- [DIY \(Do It Yourself\) Inspection Checklist](#)

## DAILY INSPECTIONS

- Each day, lab users should inspect their own space to identify and correct hazardous conditions or report them to their supervisor
  - Are there any visible spills, odours or obstructions in the lab?
  - Is the equipment functioning as designed?

## WEEKLY INSPECTIONS

- Laboratory apparel is appropriate (long pants, fully enclosed shoes, hair tied back, buttoned-up lab coat)
- Check to ensure that PPE and safety equipment is available, clean and in good repair
  - Is PPE being used?
  - Do gloves need to be ordered?
  - Turn on eye wash station and flush for 20 minutes. Check that flow is sufficient and regular
- Good Housekeeping:
  - Food, drink and related containers are absent
  - Aisles and exits are clear and the floor is free from tripping hazards or debris
  - Floors are clean
  - Lighting is adequate and functioning
  - There are no octopus plugs in use
  - Check for extended use of extension cords; they should only be used for temporary power
  - Check for adequate ventilation around electrical equipment
- Fume hoods are functioning and uncluttered
  - Fume hoods are not used for storage
  - Sash height is at or below marked height
- Biosafety cabinet has been cleaned with effective decontaminate
- Container size of flammables in the lab must be less than 25 litres (outside of the flammable storage cabinets)



- Are all flammable storage containers smaller than 5 L<sup>1</sup>?
  - Refrigerated flammables are in a marked flammable storage refrigerator
- Are all gas cylinders securely fastened?
- Chemicals and wastes are properly segregated according to the WHMIS hazard class and clearly labeled

### MONTHLY INSPECTIONS

- Ensure that any new staff have been properly orientated to the lab and have a training record in the lab safety book.
- Check for leaky faucets.
- Check equipment for frayed cords or short circuits. Unplug unnecessary equipment.
- Check autoclave log sheet to ensure that loads are being recorded correctly.
- All liquid chemicals are stored off the ground, but below shoulder height.
- Spill kit is available and stocked.
- Syringes and sharps are disposed of in sharps containers.

### QUARTERLY INSPECTIONS

- Check picric acid containers to ensure that the minimum moisture content is maintained
- Check for peroxide formation in (see [Chemical Safety Manual](#)):
  - di-isopropyl ether
  - sodium amide
  - Vinylidene
  - potassium metal
  - Divinyl acetylene
- Autoclave has been checked by facilities in the last 3 months.

### YEARLY INSPECTIONS

- Check for peroxide formation in (see [Chemical Safety Manual](#)):
  - Dioxane
  - Diethyl ether
  - Tetrahydrofuran
  - Diglyme
  - Cyclohexane
  - Acrylonitrile
  - Butadiene
  - Methyl methacrylate
  - Styrene
  - Tetralin
  - Vinyl chloride
  - Acrylic acid

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<sup>1</sup> Flammables may not be stored in the lab in containers greater than 5 L.



- Ensure that all SDS sheets are less than 3 years old.
- Check fire extinguishers to ensure that they have been inspected within the last 12 months
- Ensure that Facilities Management has tested the drench shower in the last 12 months
- Ensure that the fume hoods or Biological Safety Cabinets have been certified in the last 12 months.
- Is there a record of an HSE inspection in the last 1-5 years?



## Appendix A – Inspection Checklists

### WEEKLY INSPECTION CHECKLIST

WEEKLY INSPECTION CHECKLIST			
Date: _____		Inspector: _____	
Item	Check	Deficiencies	Solution
<b>PPE</b>			
Is everyone wearing the appropriate PPE (at least – long pants, fully enclosed shoes, fully buttoned lab coat, hair tied back)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Do gloves need to be ordered?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is PPE in good condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Safety Equipment</b>			
Is the emergency eyewash and shower unobstructed?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Has the eyewash been flushed with water this week and checked for sufficient flow?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Fume Hood</b>			
Is the fume hood functioning?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the fume hood uncluttered?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the fume hood <b>not</b> used for storage?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the sash height at or below the marked height?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Biosafety Cabinet</b>			
Is the BSC functioning?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the BSC uncluttered?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the BSC cleaned with effective decontaminant?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Chemical Storage</b>			
Are less than 25 L of flammables stored in the general	<input type="checkbox"/> Yes <input type="checkbox"/> No		



lab space (outside of flammable cabinet?)			
Are flammable containers less than 5 L each?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are refrigerated flammables in a ULC approved flammable refrigerator (not regular fridge)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are chemicals and wastes properly segregated according to the chemical suitability guide? (See <a href="#">Chemical Safety Manual</a> under Resources)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are oxidizers stored away from flammables?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are acids stored away from bases? (Secondary container is fine)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are carcinogens and toxics stored in a secondary container marked as such?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are ethers used and stored out of direct sunlight?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are all chemicals labelled appropriately (workplace label: full name in English, no abbreviations, reference to SDS, safe handling and hazard information)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Add or remove sections as needed for your lab</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		



## MONTHLY INSPECTION CHECKLIST

MONTHLY INSPECTION CHECKLIST			
Date: _____ Inspector: _____			
Item	Check	Deficiencies	Solution
<b>Orientation</b>			
Have new lab members been properly orientated to the lab and have a training record in the lab safety book?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Lab Equipment</b>			
Are there any frayed cords or short circuits associated with equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is equipment that is not used frequently unplugged?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are extension cords used as a permanent connection to power? (Should only be used to provide temporary power)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are autoclave loads being recorded appropriately on the autoclave log sheet?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Chemicals</b>			
Are all liquid chemicals stored off the ground but below shoulder height?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Has the eyewash been flushed with water this week and checked for sufficient flow?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is the spill kit available and fully stocked?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Wastes</b>			
Are wastes being submitted on a regular basis to prevent unnecessary accumulation of hazardous wastes?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are needles and sharps disposed of in official sharps containers?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Add or remove sections as needed for your lab</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		



### QUARTERLY INSPECTION CHECKLIST

QUARTERLY INSPECTION CHECKLIST			
Date: _____ Inspector: _____			
Item	Check	Deficiencies	Solution
<b>Chemicals</b>			
Is the minimum moisture content maintained in picric acid containers?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Have peroxide formers been regularly tested for peroxide formation (see <a href="#">Chemical Safety Manual</a> )	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Safety Equipment</b>			
Has the autoclave been checked by facilities in the last 3 months	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Add or remove sections as needed for your lab</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		



## ANNUAL INSPECTION CHECKLIST

ANNUAL INSPECTION CHECKLIST			
Date: _____ Inspector: _____			
Item	Check	Deficiencies	Solution
<b>Chemicals</b>			
Have peroxide formers been regularly tested for peroxide formation (see <a href="#">Chemical Safety Manual</a> )	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is there an up-to-date chemical inventory available?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are SDSs available for each chemical in the lab?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are SDSs less than 3 years old?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Safety Equipment</b>			
Have fire extinguishers been inspected by facilities within the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Has facilities tested the emergency drench shower in the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Has facilities tested the emergency eye wash in the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Has the fume hood been recertified in the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Has the Biological Safety Cabinet and/or Laminar Flow hoods been certified in the last 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Is there a record of an HSE inspection within the last 1-5 years?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are there records of regular lab self-inspections?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<i>Add or remove sections as needed for your lab</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		





## INSPECTION CHECKLIST

INSPECTION CHECKLIST			
Date: _____		Inspector: _____	
		Type of Inspection: <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Yearly	
Item	Check	Deficiencies	Solution
<b>Category</b>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Category</b>			
	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	<input type="checkbox"/> Yes <input type="checkbox"/> No		