



2. Preparing for Lab Reviews

BACKGROUND

Labs with biological, chemical and radiation hazards are subject to regular Lab Safety Reviews in collaboration with Health, Safety and Environment (HSE). If you haven't had a safety inspection in awhile, and would like to arrange for one, the principal investigator or lab manager should contact HSE at hse.ok@ubc.ca to set-up a time for this process.

The Lab Safety Review is designed to allow HSE staff to work with lab staff to ensure that labs are as safe, healthy and environmentally sensitive as possible. In addition, HSE will work with labs to ensure compliance to best work practices, University policies and procedures, and federal and provincial requirements.

In between inspections, or to prepare for a pending inspection, the attached check list can be used. While it is an overview of the areas covered during the Lab Safety Review, it is not an exhaustive list. For more detailed checklists, refer to the 'Self Inspection' document in the [Laboratory Safety Guidebook](#).

SELF ASSESSMENT AND PREPARATION

General Lab Safety & Organization	
Is everyone wearing appropriate attire and personal protective equipment for the hazards present?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is PPE stored appropriately when not in use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there documentation showing that all lab personnel have taken current appropriate safety courses, lab orientation and lab specific training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there current hazard identification and emergency contact information for the lab?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there manuals and documentation available in the lab for safety, equipment operation, government standards, MSDS sheets, emergency procedures, accident and near-miss reporting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a no eating, drinking or smoking sign and it is it followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is everyone wearing appropriate attire and personal protective equipment for the hazards present?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is PPE stored appropriately when not in use?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there documentation showing that all lab personnel have taken current appropriate safety courses, lab orientation and lab specific training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there current hazard identification and emergency contact information for the lab?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there manuals and documentation available in the lab for safety, equipment operation, government standards, MSDS sheets, emergency procedures, accident and near-miss reporting?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a no eating, drinking or smoking sign and it is it followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No



Is lab neat and tidy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are safe work practices being employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is equipment in good repair with correct warnings attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is equipment used safely?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can the space be easily and safely evacuated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there fire extinguishers, a fire blanket, a first aid kit, an eye wash station and chemical shower? Are they tested regularly?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a closed door to limit unauthorized access to the space?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are wastes stored, segregated and recycled according to their relative risks?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there spill clean-up materials available? Does everyone know how to use them?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Notes:

Chemical & Radiation Safety	
Is there a functioning fume hood? If so, is the sash kept at the appropriate height?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there current MSDS available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all workplace bottles clearly labelled according to WHMIS standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a current inventory in the lab of chemicals and their locations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are incompatible chemicals being stored apart and in appropriate containment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the volume of containers storing flammables in the lab less than 25 litres (outside of a flammable cupboard)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are chemicals handled safely (i.e. acids / bases to water, working in fume hood...)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the radio active chemicals present and their location and presence marked?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a current radioisotope permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Notes:



Biological Safety	
Are biological materials appropriately handled and disposed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you aware of the Medical Surveillance program and its purpose?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the Biological Safety Cabinet (BSC) been inspected in the last 12 months? Has it been regularly maintained & decontaminated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there records to go with the BSC maintenance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are using risk group 2 materials, do you have an inventory and a permit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there adequate protection in place and being used for protection against biohazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Notes:
