

Laboratory Inspection Checklist

Note: This is a general lab inspection checklist. Users/DSOs may choose to customize this checklist as relevant to their lab activities.

Laboratory documentation and safety training information

- Are workers and students aware of how to access SDSs?
- Is there a record of lab safety training (e.g., WHMIS, compressed gas cylinders) taken by workers and students?
- Are SOPs available for high-risk equipment (e.g., autoclaves, machinery) and for common lab protocols?

Housekeeping

- Do lab aisles have a 3ft clearance (as per the Fire Safety Code)?
- Are the aisles free from obstruction (i.e. trip and fall hazards)?
- Are lab exits unobscured?
- Are lab benches kept clean and free of clutter/sharp hazards?
- Are the lab's heavy objects, equipment and liquid chemicals confined to lower shelves?
- Are corrosive liquids stored below shoulder levels?

Laboratory safety signage and labeling

- Is there an up to date Ryerson laboratory signage beside the entrance door of the lab?
- Are the exits in the lab clearly marked?
- Are the "Emergency Procedures" posted in the lab?
- Are all chemical containers clearly and appropriately labeled?
- Are the emergency equipment (e.g. eyewashes, safety showers) clearly labeled?

Personal Protective Equipment (PPE) and lab safety devices

- Are appropriate PPE (e.g., lab coats, gloves, safety goggles) available in the lab?
- Are lab coats stored separate from street clothes?
- Does the lab require respirators? If not, skip next question.
- Have the respirators been fit tested? (if not, contact ehs@ryerson.ca)
- Are fume hoods inspected yearly? (check the dates on the inspection sticker)
- Are the fume hoods functioning?
- Are the fume hood baffles unobstructed by clutter?

Electrical safety

- Are lab electrical equipment CSA approved? (look for CSA, UL stickers or equivalent)
- Are electrical plugs stored away from wet areas (i.e. sinks)?
- At sinks, are ground fault circuit interrupter outlets (GFCI) installed?
- Are electrical plugs, cords, outlets in good condition (i.e., no evidence of cuts, fraying and other damage)?

- Are electrical outlets not overloaded (e.g., no use of permanent extension cords, no power bars plugged into other power bars)?
- Are electrical panels closed?
- Are electrical panels accessible (i.e. not blocked)?

Hazardous waste management

- Does the lab have at least one broken glass bin?
- Are sharps containers provided?
- If so, are they kept to only $\frac{3}{4}$ full and not overloaded?
- Are waste containers stored in areas away from egress?
- Are hazardous waste containers properly sealed/closed?
- Are the waste containers located at or near the point of waste generation?
- Are the waste containers in good conditions (e.g. not broken, leaking, or corroded)?
- Are waste containers separated by hazard class to avoid incompatible storage?
- Prior to disposal of chemical wastes, are Ryerson barcodes removed and sent to EHS?

Lab practices

- Is the no food and drink policy being enforced?
- If people are performing experiments in the lab, are they wearing their PPE (e.g., lab coat, gloves, safety glasses)?
- Are lab coats and gloves removed when entering non-lab areas (e.g., offices, computer workstations, hallways)?
- Are workers and students with long hair advised to tie back hair during lab work?
- Are workers and students advised not to wear dangling jewelry during lab work?
- Is the storage of personal belongings located in designated areas away from hazardous materials or equipment?
- Are closed toed shoes worn by workers or students while working in the lab?
- Is the lab door kept locked when unattended?
- Are flammables confined to flammable cabinets?
- Are acids and bases properly segregated within storage cabinets?
- Are compressed gas cylinders properly secured (i.e. upright and chained or strapped to a fixed fixture)?
- Do lab members know how to access the inventory system (i.e. Vertére)?

Emergency safety equipment

- Is there a spill kit available in the lab?
- Is there a first aid kit available in the lab?
- Are safety showers & eyewash unobstructed?
- Are the safety showers & eyewash regularly inspected? (verify tag)
- Are the eyewashes activated (tested) weekly? (verify tag/log sheet)
- Are the fire extinguishers easily accessible and not obstructed?
- Are fire extinguishers inspected monthly? (verify tag)
- Is a Ryerson telephone or emergency response pull station available in the lab?