

UW QNC – WIN Laboratory Inspection Form – Spring Term 2014

Supervisor: <u>GLERUM</u>	Department: <u>WIN-BIOLOGY</u>	Lab Location: <u>QNC - 1511</u>
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- Inspections include all labs and associated corridor spaces.
- Inspections to be completed monthly by lab member or Supervisor.
- Use item numbers to comment on unsatisfactory items and concerns on reverse.
- If a category or item doesn't apply to your lab, label 'N' and strike through remaining terms.
- Visit www.safetyoffice.uwaterloo.ca, WIN HS&E board (3rd floor QNC) and your dept. H&S Coordinator for forms, training, responsibilities, policies & legislation and more.
- For inspection form clarification view: www.safetyoffice.uwaterloo.ca → Programs → Inspections → Inspection Checklists → Laboratory Inspection Checklist Guide

SC	Lab				SC	Lab				SC	Lab			
	M	J	J	A		M	J	J	A		M	J	J	A
Signs, Labels & Posters					Natural Gas Shutoff Valves					Regular Waste Containers				
1. First Aid Emergency		✓	✓	✓	38. Accessible					75. Adequate Type and Amount		✓	✓	✓
2. Fire & Evacuation		✓	✓	✓	39. Identified					76. Broken Glass Container		✓	✓	✓
3. Emergency Lockdown		✓	✓	✓	Electrical					Laboratory Benches				
4. Hazardous Material Spills		✓	✓	✓	40. Wire Condition Good		✓	✓	✓	77. Clean		✓	✓	✓
5. Phone 911 Label		✓	✓	✓	41. Proper Grounding		✓	✓	✓	78. Good Condition		✓	✓	✓
6. Lab Hazards Form (current/color)		✓	✓	✓	42. Adequate Outlets		✓	✓	✓	79. Adequate Space		✓	✓	✓
6a. Off Hour Emergency Contact		✓	✓	✓	43. Extension Cord use Temporary		✓	✓	✓	Fume Hoods				
7. Hazardous Waste Disposal		✓	✓	✓	44. ESA Approved		✓	✓	✓	80. Adequate Number		✓	✓	✓
8. No Chemicals into Sinks		✓	✓	✓	45. Electrical Panels Accessible		✓	✓	✓	81. Adequate Type		✓	✓	✓
First Aid Station/Kits					46. GFI's used in Wet Areas		N	✓	✓	82. Clean		✓	✓	✓
9. Stocked		✓	✓	✓	47. Lockout/Tagout Procedures		N	✓	✓	83. Good Condition		✓	✓	✓
10. Accessible		✓	✓	✓	Equipment					84. Face Velocity Tested		✓	✓	
11. Regularly Inspected		✓	✓	✓	48. Pre-use Inspection (if required)		N	✓	✓	85. Functioning Flow Alarm		✓	✓	✓
12. List of QNC/WIN First Aiders		✓	✓	✓	49. Clean		✓	✓	✓	85a. Sash closed when not in use		✓	✓	✓
Fire Extinguishers					50. Properly Guarded		✓	✓	✓	Pressure/Vacuum Vessels (Glovebox, autoclave, etc)				
13. Seal Unbroken		✓	✓	✓	51. Good Condition		✓	✓	✓	86. Pressure Safety Valves				
14. Accessible		✓	✓	✓	Lab Ventilation					87. Vent Lines				
15. Proper Type		✓	✓	✓	52. Lab Temperature Reasonable		✓	✓	✓	88. Labels & Inspection Certificates				
16. Regularly Inspected		✓	✓	✓	53. Dust Control		✓	✓	✓	89. Proper Guarding/Shielding				
General					54. Fume Control		✓	✓	✓	90. Tubing/Clamps Secure				
17. Phone Access		✓	✓	✓	55. Facilities Maintained		✓	✓	✓	Centrifuges				
17a. Ladders/step stools CSA approved		N	✓	✓	56. Appropriate Guarding		✓	✓	✓	91. Clean		✓	✓	✓
Floors and Aisles					Chemical Storage					92. Rotors Inspected		✓	✓	✓
18. Clean		✓	✓	✓	57. Properly Identified		✓	✓	✓	Refrigerator/Freezers				
19. Aisles Clear		✓	✓	✓	58. Segregated By Type		✓	✓	✓	93. Appropriate Type				
20. Good Condition		✓	✓	✓	59. Flammable Liquids Stored Properly and <5L Containers		✓	✓	✓	94. Labels				
Doors and Exits					60. MSDS Readily Available		✓	✓	✓	94a. Clean and Organized				
21. Accessible		✓	✓	✓	61. WHIMIS Labels		✓	✓	✓	Local Exhaust (ex. Vent arms, pump exhaust, etc)				
22. Signs Clear and Viewable		✓	✓	✓	62. No Dated Peroxides		N	✓	✓	95. Proper Functioning				
Lighting					63. Solvents Stored in Lab and Corridor (Record Total Liters)		✓	✓	✓	96. Connections Inspected				
23. Adequate		✓	✓	✓	63a. Chemical Inventory (not required)		N	✓	✓	Training (cont'd on reverse)				
24. Operating Properly		✓	✓	✓	63b. Hydrofluoric acid (HF) use		N	✓	✓	97. WHMIS		✓	✓	✓
Emergency Shower/Eyewash					63c. HF use and safety protocols		N	✓	✓	98. Cryogenic & Compressed Gas		✓	✓	✓
25. Easily Accessible		✓	✓	✓	Hazardous Waste					99. Employee Safety Orientation		✓	✓	✓
26. Within 10 sec travel time		✓	✓	✓	64. Proper Segregation		✓	✓	✓	100. Laboratory Safety		✓	✓	✓
27. Clearly Identified		✓	✓	✓	65. Organized Waste Procedure		✓	✓	✓	Bio-Safety Lab/Hood				
28. Good Condition and Clean		✓	✓	✓	66. Regular Disposal		✓	✓	✓	101. Hood Certified		N	✓	✓
28a. Regularly Tested/Inspected		✓	✓	✓	67. Proper Storage		✓	✓	✓	102. Valid Permit		✓	✓	✓
Personal Protection					Spills Kit					103. Warning Signs & Labels		✓	✓	✓
29. Proper Footwear		✓	✓	✓	68. Appropriate Type(s)		✓	✓	✓	X-Ray				
30. Eye Protection		✓	✓	✓	69. Stocked		✓	✓	✓	104. Valid Permit				
31. Gloves & Protective Clothing		✓	✓	✓	69a. Readily Available		✓	✓	✓	105. Warning Signs & Labels				
32. Hearing Protection		N	✓	✓	Compressed Gas Cylinders					106. Required PPE				
33. Fall Protection		N	✓	✓	70. Secured					Lasers				
33a. Operating Procedures in place for Lab Hazards (chemical, equipment or otherwise)		✓	✓	✓	71. Properly Marked/Labelled					107. Indicate Class				
Safety Program Participation					72. Properly Stored/Segregated					108. Valid Permit				
34. X-Ray Safety		N	✓	✓	73. Proper Regulators					109. Warning Signs & Labels				
35. Laser Safety		N	✓	✓	74. Cylinder Carts Available/Used					110. Required PPE				
36. Radioactive Materials		N	✓	✓						Radioactive Materials				
37. Bio-Safety		✓	✓	✓						111. Valid Permit				
										112. Warning Signs & Labels				
										113. Required PPE				

Print Name

Date

Monthly Inspection
Performed By:

May MOIRA GLERUM
June MOIRA GLERUM
July MOIRA GLERUM
August MOIRA GLERUM

26 May 2014
30 Jun 2014
28 July 2014
2 Sept 2014

Safety Committee Inspection Performed By:

Print Name(s)

Date

