

# UW QNC – WIN Laboratory Inspection Form – Spring Term 2014

Supervisor: <u>Goldthorpe</u>	Department: <u>ECE</u>	Lab Location: <u>QNC - B533</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](http://www.safetyoffice.uwaterloo.ca), WIN HS&E board (3<sup>rd</sup> 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](http://www.safetyoffice.uwaterloo.ca) → Programs → Inspections → Inspection Checklists → Laboratory Inspection Checklist Guide

<input checked="" type="checkbox"/> Meets Requirements	<input type="checkbox"/> Item to be looked into
<input checked="" type="checkbox"/> Unsatisfactory Item	<input type="checkbox"/> Not Applicable
<input type="checkbox"/> Safety Committee (SC) Inspection (once per term)	

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

Print Name

Date

May

June

July

August

Monthly Inspection  
Performed By:

Irene Goldthorpe

July 18, 14

Safety Committee Inspection Performed By:

Print Name(s)

Date



Item #	Priority	Comments and Recommended Actions	Person Responsible for Corrective Actions	Date Completed
17	Monitor	No phone in B533 - is one required? There's one next door in 532		

Priority:	HIGH	Corrective actions required within 24 hours	(Immediate danger to life or health)
	MEDIUM	Corrective actions required within 14 days	(Potential hazard but not of immediate danger)
	LOW	Corrective actions required within 14 days	(May result in minor or no injury, but should be corrected)
	MONITOR	Revisit within 90 days	(Compliant but circumstances may change or deteriorate)

### Training

Please list any additional training required by your lab group. This list may include chemical, equipment, procedure or hazard specific training required for safe operations in your lab.

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### Additional Notes & Feedback

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