UNIVERSITY OF WATERLOO

Departmental Inspection Form
Laboratory

Department: Electrical & Computer Engineering	Building and Room Number(s): E5-5004	
Contact Person/Supervisor: Ehab El-Saadany	Ext.: 33035	
Inspected by: Barby, Slowinski	Ext.: 33995, 36106	Date: 20Jun2014

Record findings as: (✓) Meets Requirements, (x) Action Required, (n) Not Applicable.

Use item numbers to comment on reverse for unsatisfactory items

	SC	1	2	3	4		SC	1	2	3	4		SC	1	2	3	4
Signs & Labels						**Natural Gas Shut Off**						**Compress Gas Cylinders**					
1. First Aid Kit	✓	✓	✓			38. Accessible	n					71. Secured	n				
2. Fire / Evacuation	✓	✓	✓			39. Identified	n					72. Properly marked	n				
3. Emergency Lockdown	✓					**Electrical**						73. Properly Stored	n				
4. Hazardous Material Spills	n					40. Panels Identified	✓	✓	✓			74. Proper Regulators	n				
5. Phone 911 Label	✓	✓	✓			41. Wire Condition	✓	✓	✓			75. Cylinder carts used	n				
6. Lab Hazards Form	n					42. Proper Grounding	✓	✓	✓			**Regular Waste Containers**					
7. Hazard Waste Disposal	n					43. Adequate Outlets	✓	✓	✓			76. Adequate Type	✓	✓	✓		
8. No Chemicals in Sink	n					44. Ext cords temp use only	n					77. Labelled Broken Glass	n				
First Aid Stations/Kits						45. C.S.A. Approved	✓	✓	✓			**Laboratory Benches**					
9. Stocked	✓	✓	✓			46. Elect Panels Accessible	n					78. Clean	✓	✓	✓		
10. Accessible	✓	✓	✓			47. GFI's used in wet area	n					79. Good Condition	✓	✓	✓		
11. Regularly Inspected	x					48. Lockout/Tag procedure	n					80. Adequate Space	✓	✓	✓		
12. First Aiders' Names	n					**Equipment**						**Fume Hood**					
Fire Extinguishers						49. Pre-use inspect record	n					81. Adequate Number	n				
13. Seal Unbroken	n					50. Clean	n					82. Adequate Type	n				
14. Accessible	✓	✓	✓			51. Properly Guarded	n					83. Clean	n				
15. Proper Type	n					52. Good Condition	n					84. Good Condition	n				
16. Regularly Inspected	n					**Ventilation**						85. Face Velocity Tested	n				
General						53. Temperature	✓	✓	✓			86. Flow Alarms	n				
17 Phone Access	✓	✓	✓			54. Dust Control	n					**Pressure /Vacuum Vessels**					
Floors and Aisles						55. Fume Control	n					87. Safety Valves	n				
18. Clean	✓	✓	✓			56. Equipment maintained	n					88. Vent Lines	n				
19. Aisles Clear	✓	✓	✓			57. Guarding adequate	n					89. Inspection Certificate	n				
20. Good Condition	✓	✓	✓			**Chemical Storage**						90. Shielding	n				
Doors and Exits						58. Identification	n					91. Tubing/Clamps	n				
21. Accessible	✓	✓	✓			59. Segregated by Type	n					**Centrifuges**					
22. Identified	✓	✓	✓			60. Flammable Liquid Store	n					92. Clean	n				
Lighting						61. MSDS Available	n					93. Inspect Rotors	n				
23. Adequate	✓	✓	✓			62. WHMIS Labels	n					**Refrigerators**					
24. Operating Properly	✓	✓	✓			63. Dated Peroxides	n					94. Type	n				
Emerg. Shwr / Eye Wash						64. Suitable & Labels Fridge	n					95. Labels	n				
25. Accessible	n					**Hazardous Waste**						**Training**					
26. Within 10 sec travel time	n					65. Proper Segregation	n					96. WHMIS Training	x				
27. Clearly Identified	n					66. Procedure	n					97. Compressed Gas	n				
28. Good Condition	n					67. Regular Disposal	n					98. Equipment Specific	n				
Personal Protection						68. Proper Storage	n					99. Lifting Devices	n				
29. Footwear	n					**Spill Kits**						100. Laboratory Training	x				
30. Eye Protection	n					69. Appropriate	n					101. Other training	n				
31. Gloves	n					70. Stocked	n										
32. Hearing Protection	n																
33. Fall Protection	n																
Safety Pgm Participation																	
34. X-ray equipment	n																
35. Lasers	n																
36. Radioactive materials	n																
37. Bio-hazardous materials	n																

0. Safety committee Inspection:	Barby, Slowinski	20Jun2014	
1. August	El-Saadany,E	02Aug2014	
2. Setember	El-Saadany,E	17Sep2014	
3. *month*	*inspector name*	*inspection date*	
4. *month*	*inspector name*	*inspection date*	

UNIVERSITY OF
WATERLOO

Departmental Inspection Form
Laboratory

Department: Electrical & Computer Engineering	**Building and Room Number(s):** E5-5004
Contact Person/Supervisor: Ehab El-Saadany	**Ext.:** 33035
Inspected by: Barby, Slowinski	**Ext.:** 33995, 36106 **Date:** 20Jun2014

Action Items and Comment(s)	Recommended Action(s)	Priority*	Person Responsible	Date Completed
Missing signage to fire extinguisher	Install signage to nearest fire extinguisher in corridor	Low	Paul Ludwig	22Jun2014
Safety training records	ECE H&S to come up with a safety training records database and posting	Monitor	Jim Barby	29Jul2014

*High – Response required within 24 hours - Immediately dangerous to life and health
 Medium – Response required within 14 days - Potential to cause injury but not immediately dangerous
 Low – Response 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