

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

<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	M	J	J	A		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									82. Clean																
9. Stocked									47. Lockout/Tagout Procedures									83. Good Condition																
10. Accessible									Equipment									84. Face Velocity Tested																
11. Regularly Inspected									48. Pre-use Inspection (if required)									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									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									95. Proper Functioning																
Lighting									63. Solvents Stored in Lab and Corridor (Record Total Liters)									96. Connections Inspected																
23. Adequate									63a. Chemical Inventory (not required)									Training (cont'd on reverse)																
24. Operating Properly									63b. Hydrofluoric acid (HF) use									97. WHMIS																
Emergency Shower/Eyewash									63c. HF use and safety protocols									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																
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									Compressed Gas Cylinders									106. Required PPE																
33. Fall Protection									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									73. Proper Regulators									109. Warning Signs & Labels																
35. Laser Safety									74. Cylinder Carts Available/Used									110. Required PPE																
36. Radioactive Materials																		Radioactive Materials																
37. Bio-Safety																		111. Valid Permit																
																		112. Warning Signs & Labels																
																		113. Required PPE																

	Print Name	Date	
May	<u>MOIRA GLERUM</u>	<u>26 May 2014</u>	Safety Committee Inspection Performed By: Print Name(s) _____ Date _____
Monthly Inspection Performed By:	<u>MOIRA GLERUM</u>	<u>30 Jun 2014</u>	
June	<u>MOIRA GLERUM</u>	<u>28 July 2014</u>	
July	<u>MOIRA GLERUM</u>	<u>2 Sept 2014</u>	
August	<u>MOIRA GLERUM</u>		

