

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, 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
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

Monthly Inspection	May			
Preformed By:	June			
	July	<u>Irene Goldthorpe</u>		<u>July 18, 14</u>
	August			

Safety Committee Inspection Performed By:	
Print Name(s)	Date

