

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

Supervisor: <u>Goldthorpe</u>	Department: <u>ECE</u>	Lab Location: QNC - <u>BS31/532</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		M	J	J	A		M	J	J	A
<b>Signs, Labels &amp; Posters</b>					<b>Natural Gas Shutoff Valves</b>					<b>Regular Waste Containers</b>				
1. First Aid Emergency					38. Accessible					75. Adequate Type and Amount				
2. Fire & Evacuation					39. Identified					76. Broken Glass Container				
3. Emergency Lockdown					<b>Electrical</b>					<b>Laboratory Benches</b>				
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					<b>Fume Hoods</b>				
7. Hazardous Waste Disposal					44. ESA Approved					80. Adequate Number				
8. No Chemicals into Sinks					45. Electrical Panels Accessible					81. Adequate Type				
<b>First Aid Station/Kits</b>					46. GFI's used in Wet Areas					82. Clean				
9. Stocked					47. Lockout/Tagout Procedures					83. Good Condition				
10. Accessible					<b>Equipment</b>					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				
<b>Fire Extinguishers</b>					50. Properly Guarded					<b>Pressure/Vacuum Vessels (Glovebox, autoclave, etc)</b>				
13. Seal Unbroken					51. Good Condition					86. Pressure Safety Valves				
14. Accessible					<b>Lab Ventilation</b>					87. Vent Lines				
15. Proper Type					52. Lab Temperature Reasonable					88. Labels & Inspection Certificates				
16. Regularly Inspected					53. Dust Control					89. Proper Guarding/Shielding				
<b>General</b>					54. Fume Control					90. Tubing/Clamps Secure				
17. Phone Access					55. Facilities Maintained					<b>Centrifuges</b>				
17a. Ladders/step stools CSA approved					56. Appropriate Guarding					91. Clean				
<b>Floors and Aisles</b>					<b>Chemical Storage</b>					92. Rotors Inspected				
18. Clean					57. Properly Identified					<b>Refrigerator/Freezers</b>				
19. Aisles Clear					58. Segregated By Type					93. Appropriate Type				
20. Good Condition					59. Flammable Liquids Stored Properly and <SL Containers					94. Labels				
<b>Doors and Exits</b>					60. MSDS Readily Available					94a. Clean and Organized				
21. Accessible					61. WHIMIS Labels					<b>Local Exhaust (ex. Vent arms, pump exhaust, etc)</b>				
22. Signs Clear and Viewable					62. No Dated Peroxides					95. Proper Functioning				
<b>Lighting</b>					63. Solvents Stored in Lab and Corridor (Record Total Liters)					96. Connections Inspected				
23. Adequate					63a. Chemical Inventory (not required)					<b>Training (cont'd on reverse)</b>				
24. Operating Properly					63b. Hydrofluoric acid (HF) use					97. WHMIS				
<b>Emergency Shower/Eyewash</b>					63c. HF use and safety protocols					98. Cryogenic & Compressed Gas				
25. Easily Accessible					<b>Hazardous Waste</b>					99. Employee Safety Orientation				
26. Within 10 sec travel time					64. Proper Segregation					100. Laboratory Safety				
27. Clearly Identified					65. Organized Waste Procedure					<b>Bio-Safety Lab/Hood</b>				
28. Good Condition and Clean					66. Regular Disposal					101. Hood Certified				
28a. Regularly Tested/Inspected					67. Proper Storage					102. Valid Permit				
<b>Personal Protection</b>					<b>Spills Kit</b>					103. Warning Signs & Labels				
29. Proper Footwear					68. Appropriate Type(s)					<b>X-Ray</b>				
30. Eye Protection					69. Stocked					104. Valid Permit				
31. Gloves & Protective Clothing					69a. Readily Available					105. Warning Signs & Labels				
32. Hearing Protection					<b>Compressed Gas Cylinders</b>					106. Required PPE				
33. Fall Protection					70. Secured					<b>Lasers</b>				
33a. Operating Procedures in place for Lab Hazards (chemical, equipment or otherwise)					71. Properly Marked/Labelled					107. Indicate Class				
<b>Safety Program Participation</b>					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										<b>Radioactive Materials</b>				
37. Bio-Safety										111. Valid Permit				
										112. Warning Signs & Labels				
										113. Required PPE				

Print Name

Date

Monthly Inspection  
Performed By:

May  
June  
July  
August

Irene Goldthorpe

July 18, 14

Safety Committee Inspection Performed By:

Print Name(s)

Date

