



LABORATORY INSPECTION CHECKLIST

Laboratory Supervisor:

Room Number:

Inspected By:

Date:

The following inspection report identifies deficiencies found by the inspection team.

ITEM	YES	NO	NA	COMMENTS	
A. EMERGENCY and INFORMATION MATERIAL					
1	Emergency procedures posted and legible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- fire, spills, injuries, earthquake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	MSDS information posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Chemical Safety Manual available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Chemical inventory current (<1 year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Monthly inspections posted and up-to-date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Shower available and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Eyewash available and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Eye wash tested regularly (minimum, bi-weekly)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Fire extinguisher present and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Fire extinguisher seal intact; date tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Spill kit available and stocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
B. FIRST AID					
12	First aid kit available and stocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- inventory list available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Spill kit available and stocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C. PERSONAL PROTECTION					
14	Safety glasses available and worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Laboratory coats and gloves available and worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16	No bare legs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Substantial footwear worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Facial shield available and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Blast shield available and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
20	Respirator(s) available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Respirator user(s) trained & fit-tested	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Vacuum ballasts/Dewar flasks taped or meshed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
23	All personell/trainees have taken appropriate safety training courses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
D. HOUSEKEEPING					
24	Bench tops and sink areas tidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Tripping hazards absent, passageways clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Laboratory exits clear and doors unlocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
27	Food and drink absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
28	Chipped or broken glassware not in use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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29	Friable asbestos absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
30	Step-ladder available for out-of-reach items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
31	“No Eating/Drinking/Smoking” signs posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	4-point chairs / stools absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. WASTE CONTAINERS					
33	"Glass" refuse containers labelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	“Glass” segregated from general refuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Needles and sharps in “Sharps” container	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Bulk solvent-waste containers closed and labelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- chlorinated and non-chlorinated segregated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
37	Bulk solvent-waste containers stored in flammable storage cabinet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	Recyclable solvents segregated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
39	Interim solvent waste containers closed and <1 litre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40	Ethidium bromide waste segregated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	Radioactive waste labelled appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Microbiological waste packaged in orange bags and autoclaved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- manifest tag completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
43	Pathological waste packaged in black bags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- manifest tag completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
44	Risk group “4” animal waste, human anatomical, and human blood and body fluids packaged in yellow bags and autoclaved	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- manifest tag completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	- stored in freezer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
45	Photographic chemical waste procedures followed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
46	Are you aware of UBC’s Chemical Exchange Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
F. COMPRESSED GAS CYLINDERS					
47	Secured to wall or bench with belt or chain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
48	Lecture bottles stored upright or slanted/secure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
G. FUME HOODS					
49	Sash at recommended height and air flow on	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50	Area within and under hood tidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
51	Carcinogens permitted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
H. ELECTRICAL APPARATUS					
52	Vacuum pumps stored safely and belts guarded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
53	Refrigerator spark-proof (or “NO Flammables” sign posted & flammables are absent)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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54	Frayed or cracked electrical cords absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
55	Make-shift wiring absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
I. RUBBER OR PLASTIC TUBING					
56	Cracked/brittle/pinched tubing absent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
57	Water hoses wired at all connectors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
58	Water taps safeguarded against "suck-back" (or "NO TUBING" sign posted)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
J. CHEMICAL LABORATORIES					
59	Solvent storage cabinet available and closed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
60	Solvent containers closed and labelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
61	Solvent containers outside safety cabinet, < 25 L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
62	Solvent-still contents labelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
63	Reagent chemicals stored securely (lips on shelves or doors on cupboards)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
64	Chemical containers intact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
65	Ethers stored (& used) out of direct sunlight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
66	Ether containers display opening date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
67	Peroxide-forming chemicals (e.g. ethers) checked for peroxides (3 to 12 months)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
68	Labels compliant with WHMIS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
69	Chemical labels intact, legible, not overwritten	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
70	Cleaning baths labelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
71	Carcinogens/Corrosives/Flammables labelled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
72	Incompatible materials separated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
73	Perchloric acid absent/used in special wash-down fume hood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
K. RADIATION/LASER LABORATORIES					
74	"Caution Radiation Area" sticker on door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
75	Laser or X-ray warning signs on door	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
76	Names of two current lab personnel on emergency sticker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
77	"Caution Radioactive Materials" on isotope storage (i.e. refrigerator/freezer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
78	"Rules for Working with Radioisotopes an Intermediate/Basic Laboratory" sign posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



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79 "Hot sinks" marked with radiation tape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
80 Radioisotope license and amendments posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
81 Dosimeters worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
82 Bench liner not damaged or worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
83 Contamination Control Documented (Wipe tests)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
84 Purchase, Usage Disposal Records Maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
85 Charged Survey Meter Battery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
86 Appropriate personal protection used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
L. BIOHAZARDOUS LABORATORIES				
88 Biological hazard signs posted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
89 Biological safety cabinets certified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
90 Biological safety cabinets clean and tidy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

PLEASE ENSURE THAT CORRECTIONS ARE MADE BY: _____
Date

Supervisor: _____
(Please sign after violations have been acted upon)

UPON CORRECTION OF VIOLATIONS, PLEASE RETURN TO THE DEPARTMENTAL SAFETY PROGRAM ADMINISTRATOR