

**INSTRUCTIONS:**

- Use the safety check form as a tool for identifying potential safety concerns.
- Set aside approximately an hour to perform the safety check with a partner from the inspection area (Safety Rep, Lab Supervisor or designate).
- Answer yes or no to questions by placing a check  $\checkmark$  in the appropriate column.
- Record the description of safety concerns in the "Comments" column. (e.g., location, severity hazard, conditions, footnotes, etc.)
- Discuss the findings with your Lab Supervisor and complete any needed follow-up.
- Submit the completed form and documentation to your local Safety Representative within two weeks of the inspection.

LAB ROOM #: \_\_\_\_\_

LAB SUPERVISOR: \_\_\_\_\_

SAFETY DELEGATE: \_\_\_\_\_

SAFETY DELEGATE: \_\_\_\_\_

DATE OF SAFETY CHECK: \_\_\_\_\_

INSPECTED BY: \_\_\_\_\_

ADDITIONAL COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



LAB ROOM #: \_\_\_\_\_  
 LAB SAFETY PERSON: \_\_\_\_\_  
 DATE OF SAFETY CHECK: \_\_\_\_\_  
 INSPECTED BY: \_\_\_\_\_  
 ADDITIONAL COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

	YES	NO	COMMENTS <small>(e.g. explanations, suggestions, praise) * indicates recurring violation</small>
<b><u>Emergency &amp; Information Material</u></b>			
1. Emergency procedures posted, legible and up to date	_____	_____	(includes phone numbers, location of eye wash, shower, spill cart and safety manual)
2. MSDS accessible and location posted	_____	_____	
3. Chemical inventory current (< 1 yr.) and accessible	_____	_____	
4. Monthly inspections posted and up to date	_____	_____	
5. Shower, eyewash, first aid kit available and accessible	_____	_____	
6. Fire extinguisher present and accessible	_____	_____	
7. Fire extinguisher seal intact	_____	_____	(checked within 1 yr.)
<b><u>Personal Protection</u></b>			
8. Safety glasses worn	_____	_____	
9. Laboratory coats and gloves worn	_____	_____	
10. Facial shield available and in good condition	_____	_____	
11. Respirator available and in good condition	_____	_____	(can be borrowed from another lab when required)
12. Vacuum ballasts/Dewar flasks taped or meshed	_____	_____	
<b><u>Housekeeping</u></b>			
13. Bench tops and sink areas reasonably clear	_____	_____	(e.g. waste absent; sink accessible)
14. Tripping hazards absent, passageways clear	_____	_____	(e.g. clear of cords, machines, containers)
15. Laboratory exits clear and doors unlocked	_____	_____	
16. Food and drink absent	_____	_____	(areas where chemicals/contaminants are present)
17. Chipped or broken glassware absent	_____	_____	(exception-where glassware is stored for repair)
18. Friable asbestos absent	_____	_____	(e.g. gloves, Bunsen burner ring pads, clamp insulation; exceptions must be posted - e.g. Transite)
19. Step ladder available for out-of-reach items	_____	_____	(can be borrowed from another lab when required)
20. Chemicals/equipment stored low enough for safe retrieval	_____	_____	
<b><u>Waste Containers - General, Sharps, Chemical</u></b>			
21. Glass waste labelled and segregated from general waste	_____	_____	(general waste = paper & blunt objects)
22. Sharps labelled and segregated from general waste	_____	_____	
23. Solvent waste containers labelled and closed	_____	_____	(using red cans; label filled out; chlorinated and non-chlorinated chemicals separated)
<b><u>Compressed Gas Cylinders</u></b>			
24. Secured to wall or bench with belt or chain	_____	_____	
25. Stored upright (chained or in rack; not leaning freely against wall)	_____	_____	
<b><u>Rubber or Plastic Tubing</u></b>			
26. Cracked/brittle/pinched tubing absent	_____	_____	
27. Water hoses wired at all connections	_____	_____	
28. Water taps safeguarded against "suck-back"	_____	_____	(vacuum break installed or hoses not reaching into sink)

**PATHOLOGY MONTHLY SAFETY CHECK**

	YES	NO	COMMENTS (e.g. explanations, suggestions, praise) * indicates recurring violation
<b><u>Electrical Apparatus</u></b>			
29. Vacuum pumps stored safely and belts guarded	_____	_____	
30. Refrigerator spark-proof	_____	_____	
31. Frayed or cracked electrical cords absent	_____	_____	
32. Make-shift wiring absent	_____	_____	
33. All motor driven equipment (used in the same room as flammable liquids) approved for use in flammable vapours	_____	_____	

**Fume Hoods**

34. Sash at recommended height and air flow on	_____	_____	
35. Area within hood tidy	_____	_____	(minimum chemical storage, air flow unobstructed)
36. Carcinogens permitted, permit posted	_____	_____	("No"= carcinogens not allowed but are present, "N/A"= carcinogens not allowed and not present)
37. Radioactive materials permitted, permit posted	_____	_____	("No"= radioactives not allowed but are present, "N/A"= radioactives not allowed and not present)
38. If semi-permanent experiments are being conducted, are the name of the person in charge, experiment title and possible hazards posted?	_____	_____	

**Chemicals**

39. Solvent storage cabinet available and closed	_____	_____	
40. Solvent containers closed and labelled	_____	_____	
41. Solvent containers outside cabinet ≤ 25 L	_____	_____	(includes any solvents not stored in safety containers; count size of containers, not just contents)
42. Ethers stored and used out of direct sunlight	_____	_____	
43. Ether and peroxide containers display opening date	_____	_____	
44. Ethers checked for peroxides (3 to 12 months)	_____	_____	
45. Chemical containers intact and stored safely	_____	_____	(seal/container not corroded/cracked/broken; containers not piled up, not extending past shelf edge; old chemicals disposed of)
46. Chemical labels intact, legible, not overwritten	_____	_____	(loose/damaged/coded labelling absent)
47. Cleaning baths labelled	_____	_____	(e.g. water, chromic acid, HCl)
48. Carcinogens/corrosives/flammables labelled	_____	_____	
49. Incompatible materials separated	_____	_____	(e.g. acids/bases, corrosives/flammables, acids/oxidizers such as nitric, perchloric and sulphuric acid separated)
50. Perchlorates and other shock sensitive compounds properly stored	_____	_____	

**Radiation Safety**

51. Operating licence posted	_____	_____	
52. Emergency contact names and numbers posted on door	_____	_____	
53. Radionuclide use areas clearly labelled	_____	_____	(e.g. outside door, hoods, fridge, bench)
54. Appropriate personal protection used	_____	_____	(wearing dosimeter [tld] if required)
55. Current radionuclide safety and methodology manual available	_____	_____	(contains handling, spill and decontamination procedures)

**Biological Safety**

56. Operating licence posted	_____	_____	
57. Safe handling & spill and decontamination procedures posted	_____	_____	
58. Appropriate personal protection used	_____	_____	
59. Waste containers appropriately labelled and waste separated	_____	_____	

Please ensure that corrections are made by: \_\_\_\_\_

Signatures - Lab Safety Person: \_\_\_\_\_ Faculty Member: \_\_\_\_\_

(Please sign after violations have been acted upon)