

Lab & Workshop Inspection Checklist

GENERAL SAFETY

Floor and aisles are cluttered and present tripping hazards.	Hazardous waste not in secondary containers.
Floors are wet or slippery and are not marked off.	Hazardous waste stored on the floor.
Heavy items are stored on upper shelves.	Hazardous waste found in regular garbage.
Evidence of food and/or drink in space.	Indication of long-term waste storage.
Sink not available for hand washing.	Paper/Combustible material build-up presents fire hazard
Users are not dressed appropriately for the space (i.e. sandals, loose-fitting clothing, long hair not tied back).	
Space does not have appropriate signage (hazards, contact info, PPE requirements, other).	
Items are stored in hallways (e.g.: bicycles, file boxes, unused equipment).	

EMERGENCY PREPAREDNESS AND FIRE SAFETY

Egress path is obstructed.	Emergency eyewash obstructed by objects (i.e. within 16").
Compressed gas cylinders stored next to main egress points.	Emergency eyewash not inspected weekly or annually.
Fire extinguisher is inaccessible.	No first aid kit available.
Fire extinguisher has not been inspected on a monthly basis.	First aid kit has inappropriate or missing supplies.
Objects within 18" of sprinklers.	Users not aware how to report incidents or injuries.
Oily rags are not kept in a metal bin.	Spill kit is not easily accessible.
Emergency shower obstructed by objects (i.e. within 16").	Users are unfamiliar with chemical spill procedures.
Emergency shower not inspected annually.	Users do not know their Safe Destination Sites.

CHEMICAL HAZARDS

Chemical containers are missing WHMIS and identifying labels.	Reactive chemicals are not properly segregated.
Flammable materials are stored outside the flammable storage cabinet	Reactive chemicals are not dated.
Monitoring devices (sensors) for flammable, corrosive or toxic gases are not in use or calibrated	Reactive chemicals are not labeled.
Chemical containers are left open when not in use.	Highly toxic materials are not properly segregated.
Personnel do not know where to consult Safety Data Sheets.	Highly toxic materials are not properly stored.
Chemicals are not barcoded for the chemical inventory.	Highly toxic materials are not labeled.
Corrosive materials are stored above waist level.	Chemical containers are in poor condition.
Corrosive materials are not stored in corrosive cabinets.	Chemical storage cabinets and refrigerators are not labeled.
Strong acids and bases are not stored in secondary containers.	General chemical storage appears inappropriate.
Flammable materials that must be kept cold are stored in a conventional fridge	
Chemicals are not stored appropriately (e.g. flammables not in flammable cabinets, left open on bench when not in use).	
Reactive chemicals are not properly contained (primary and secondary container).	
Hazardous waste is improperly contained and not labeled as waste.	
Incompatible materials are not properly segregated (e.g. acids and bases, flammables and oxidizers)	

BIOLOGICAL HAZARDS

Containers containing biohazards are missing WHMIS and identifying labels.	
The biohazard project has not been approved by the CU biohazards committee.	
Biohazardous waste is unlabeled.	
Biohazardous waste is not properly contained.	

PHYSICAL HAZARDS

Shelves are overloaded.	Lighting is inadequate.
File cabinet doors are left open, posing risk of injury.	Flooring is in poor condition and represents a tripping hazard.
Chemicals or other hazards are present in the office space.	Evidence of burn marks near electrical outlets or switches.
Compressed gas cylinders are not secured in an upright position.	Electrical tools and equipment used in damp locations are not appropriate.
While not in use, cylinder valves are open and caps are not in place.	Ground Fault Circuit Interrupters (GFCIs) are not in use in wet or damp locations.
Electrical outlets and switches are missing cover plates.	Disconnected switches and circuit breakers are not labelled.
Electrical cords and plugs are in poor condition (e.g. frayed, exposed wire, broken ground prong).	Electrical panels are obstructed.
Outlets are overloaded.	Noise levels are unacceptable for the activities conducted and safety procedures in place.
Power bars are connected in series.	Effective means of verifying lockout are not available.
Evidence that extension cords are used long-term.	Radiation permit is not posted despite radioactive materials in the space.
Power cords are run under doors, carpets or through ceilings.	Class 3 and 4 lasers in the space are not registered with EHS laser safety program.
Tools are not grounded.	X-Ray systems are not registered with EHS Radiation Safety program.
Equipment is not certified by the Electrical Safety Authority and does not bear appropriate safety markings (CSA or otherwise).	
Lockout/Tagout procedures are not available or being used for servicing and maintenance of equipment.	

MACHINE SAFETY

Ladder on site is not appropriate for tasks to be completed in the space.	Guards missing or are removed from equipment with moving parts or pinch-points.
Ladder damaged, cracked or missing appropriate labeling.	Insufficient anti-kickback protection on woodworking machinery.
Equipment damaged and not taken out of use.	Machinery start/stop controls not within reach of operator.
Users not provided training on machines used in space.	Controls and switches on machinery not clearly identified.
Equipment Operator Manual(s) not available for users.	Compressed air used for cleaning.
Machinery not regularly inspected and maintained.	Compressed gas lines and/or fittings damaged.

SAFETY EQUIPMENT AND PPE

Fume hood missing a valid annual certification label.	Personal Protective Equipment (PPE) not being worn by users.
Fume hood sash operating height is not identified.	Users not trained on proper use or limitations of PPE used.
Fume hood monitor alarming, indicating low flow when sash is at operating height.	Biological Safety Cabinet (BSC) missing valid annual certification label.
Fume hood cluttered and objects stored within 6" of sash plane.	Biological Safety Cabinet (BSC) is cluttered and objects are covering airfoil.
Local Exhaust Ventilation units (i.e. elephant arms, slot hoods) not annually tested or certified.	
PPE/equipment not inspected or certified (i.e., harnesses, chain falls, slings).	
PPE has not been evaluated for specific tasks being completed to ensure appropriate (i.e. glove selection, eye/face protection, hearing).	