**LABORATORY INSPECTION CHECKLIST**

**Date of Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Area(s) Inspected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inspectors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **ITEM** | **CRITERIA** | **Y/N** | **DEFICIENCY** |
| **GENERAL HAZARDS** | | | |
| 1 | Are aisles, fire extinguishers, fire exits, emergency showers, stairwells, electrical panels kept clear of materials, equipment and spills? |  |  |
| 2 | Are Emergency EXIT signs illuminated? |  |  |
| 3 | Are Fire Extinguishers adequate for the material used,accessible, signage present, charged and inspected within last year? |  |  |
| 5 | Is appropriate PPE is being used? (lab coats, safety eyewear, etc.). No shorts or sandals are worn. |  |  |
| 6 | Is there no evidence of food, drink or chewing gum present in the lab? |  |  |
| 7 | Are electrical cords in good repair  (No exposed wiring) and adequately restrained? |  |  |
| 8 | Have seismic issues been considered? (Shelving secured, restraints, heavy items stored low) |  |  |
| **PHYSICAL HAZARDS** | | | |
| 9 | Is heating and ventilation adequate?  (Consider too hot, too cold?) |  |  |
| 10 | Is air quality adequate?  (Consider: unfamiliar smells, odours) |  |  |
| 11 | Are lighting levels in the work area adequate? (Consider: Too bright/dim, lights not working?) |  |  |
| **ERGONOMIC HAZARDS** | | | |
| 12 | Are materials stored to prevent overreaching?  If on the floor, no more than 3 boxes high? |  |  |

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| **ITEM** | **CRITERIA** | **Y/N** | **DEFICIENCY** |
| **CHEMICAL HAZARDS** | | | |
| 13 | Is there less than 25 L of flammables in the open lab and containers are no larger than 5 L? |  |  |
| 14 | Are Fume Hoods kept tidy, functional, & annually certified? Fume hood sashes are at/below arrow? |  |  |
| 15 | Are emergency eyewash and showers accessible, labelled and tested regularly? |  |  |
| 16 | Are gas cylinders properly segregated, labeled and secured? Located away from exits and sources of heat and moisture? |  |  |
| 17 | Are there proper supplier/workplace labels on all containers, are MSDS readily available, incompatibles separated, and properly stored? |  |  |
| **BIOLOGICAL HAZARDS** | | | |
| 18 | Are biosafety cabinets kept tidy, functional, & annually certified? |  |  |
| 19 | Are Biosafety Permits posted in the space? |  |  |
| 20 | Do the biohazardous waste containers have lids and are they labelled? |  |  |
| 21 | Do vacuum lines have an in-line HEPA filter? See [RMS Guidance Document 002](file:///S:\Occupational%20and%20Research%20Safety\Biosafety\Documents\SOPs,%20Policies,%20Exp%20Plans\Vacuum%20Line%20Set-up\UBC-VacuumLineStandards.docx) for more information. |  |  |
| **RADIATION HAZARDS** | | | |
| 22 | Are authorized personnel listed in the records binder? |  |  |
| 23 | Are Radioisotope Permits posted in the space?  (Each Radioisotope permit must be accompanied by a CNSC rules poster) |  |  |
| 24 | Have the survey meters been calibrated within the last year? |  |  |

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| **OTHER COMMENTS** |
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**INSPECTION REPORT**

**Date of Inspection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Area(s) Inspected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Inspectors: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **ITEM** | **CORRECTIVE ACTION** | **HAZARD RATING** | **ASSIGNED TO** | **DATE TO BE COMPLETED** | **FOLLOW-UP (Date Action Completed Or Date Pending)** |
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