



uOttawa

UNIVERSITY OF OTTAWA

Laboratory Safety Checklist: A Focus on Specific Aspects

Principal Investigator: _____

Laboratory Representative(s) Present: _____

Laboratory Room No (s). _____

Date of Inspection: _____

Inspected by: _____

Lab (signage, access)		Yes	No	N/A	Other
1)	Are lab doors equipped with swipe card access				
2)	Does the sign specifically indicate any chemical hazards				
3)	Does the sign specifically indicate any physical hazards (radioactive material)				
4)	Does the sign specifically indicate any biological hazards				
5)	Does the sign have a listing of hazards				
6)	Is there a no food or drink sign posted				
7)	Is outside the door (in the hallway) free from evidence of food or drink consumption				
8)	Is the sign bilingual				
9)	Is the room number indicated				
10)	Is the P.I. indicated (or departmental facility manager)				
11)	Is the required PPE indicated				
12)	Is the appropriate emergency phone number indicated (i.e. 5411)				
13)	Is there a map/floor plan posted on the sign or around the door				
14)	Are the signs legible (i.e. not covered by paper or damaged)				
15)	Is the contact info for alarmed equipment posted (incubators, -80° freezers, autoclaves) (bio)				
16)	Is there a list of emergency contacts beside each phone				
17)	Is the lab free of evidence of outerwear (boots, winter jackets etc...)				
<i>Comments</i>					
Security					
18)	Is there an increased security presence when transitioning from general public zones to laboratory zones				
19)	Does lab personnel question strangers walking outside their lab				

20) Are there access control mechanisms in place to allow only authorized personnel from entering the lab (example: locks, key cards, self-locking doors etc.)				
21) Is there an obvious presence from security personnel				
22) Are non-work related visitors denied accesses to the laboratory				
23) If lab personnel work late evenings, do they advise security personnel as to assure their personal safety				
24) Does lab personnel keep track of chemical and biological inventory				
25) Does the lab door remain closed at all time, if not why not				
26) Is the lab door locked when there is no lab personnel inside				
27) Is there a key return policy in place to assure that former employees no longer have access to the laboratory				
Miscellaneous Hazards	Yes	No	N/A	Other
28) Does the lab contain alarmed equipment, and if so, is there an alarm response protocol in place				
29) Is the lab's research usually conducted without the use of a fermentor				
30) Is the lab's research usually conducted without the use of on-site lifting devices				
31) Is there a biohazards disposal container (bio)				
32) Do the microscopes function without embedded lasers				
33) Is the lab's research usually conducted without the use of electromagnetic radiation				
34) Is the lab's research usually conducted without the use of nanoparticles				
<i>Comments</i>				
Laboratory First Aid Kits & Spill Response Kits				
35) Does the lab have a first aid kit				
36) Is any member of the lab "first aid certified"				
37) Does the representative know where the closest designated first aid kit is located (for kit sizes < 16-200 people)				
38) Does the kit refer to the closest designated first aid kit location (for kit sizes < 16-200 people)				
39) Is the kit maintained and in good condition				
40) Does the lab have a spill response kit				
41) Are all the products in the kit present and before expiration date				
42) Does the lab know where the spill response kit is				
43) Have they been trained to respond to a spill				
44) Do the lab personnel know reporting requirements				
<i>Comments</i>				

Ground Fault Circuit Interrupters

45) How many GFCI's are required

Comments

Eyewash Stations

Type															
Location															
Indicator	a			b			c			d			e		
	Yes	No	n/a	Yes	No	n/a	Yes	No	n/a	Yes	No	n/a	Yes	No	n/a
46) Are eyewash stations provided where required															
47) Is a record of faculty eyewash flow inspections attached AND up to date															
48) Are the stations location indicated with a clearly visible sign															
49) Can the eyewash station be reached within 10 seconds of the workspace															
50) Is the area surrounding the eyewash station free of all obstructions															
51) Is the eyewash easily activated															
52) Are the nozzles equipped with protective covers															
53) Are the covers removed by activation of the eyewash															
54) Is the water flowing from both eyepieces															
55) Is the flow of water of equal height															
56) Is the flow of water clear															
57) If not initially clear, does flow become clear after 2 minutes															
58) Does the spray pattern deliver a steady stream of water															
59) Does the flow continue until the unit is returned to its resting position															
60) Does the water drain properly from the basin/sink															
Comments															

Fume Hoods

Type				
Model				
Flow velocity (fpm)				

radiation symbol															
Comments															

Machine Guards

Machine Type															
Inventory number															
Indicator	a			b			c			d			e		
	Yes	No	n/a	Yes	No	n/a	Yes	No	n/a	Yes	No	n/a	Yes	No	n/a
78) Does the machine utilize safety guards which prevent workers from gaining access to all moving parts															
79) Are guards firmly secured to the machine															
80) Does the machine meet CSA standards or equivalent															
81) Is the electrical cord and plug in good condition (not frayed and damaged)															
82) Is the use of an extension cord avoided															
83) Is there a tray for oil collection (for vacuum pumps)															
84) <i>If so</i> , is the tray clean															
Comments															

Electrical

	Yes	No	N/A	Other
85) Does ALL checked electrical equipment meet CSA standards or equivalent (<i>if not specify which</i>)				
86) Are all electrical cords in good condition (<i>if not specify which</i>)				
87) Is the use of extension cords avoided				
88) Is the use of overloaded outlets avoided (i.e. 6 outlet converter)				

Uncertified Equipment

Comments

89) Is there any electrical device created in the lab (i.e. homemade electronics) and are all approved by Ontario hydro or equivalent?				
<i>If so what type is it</i>	<i>What is it for?</i>	<i>Ontario Hydro approved?</i>		

Personal Protective Equipment	Yes	No	N/A	Other
Hard hats used? _____				
90) Are all workers wearing hard hats <i>where required</i>				
91) Do hard hats meet CSA standards (or equivalent)				
92) Are hard hats less than 5 years old				
93) Are hard hats in a reliable condition (no cracks etc...)				
Footwear used? _____				
94) Are all workers wearing hard toe boots <i>where required</i>				
95) Does protective footwear that is used meet CSA standards or equivalent				
96) Is protective footwear maintained in a sanitary and reliable condition				
Gloves				
97) Does the lab utilize gloves to protect from chemical, radiation and biological hazards <i>where necessary</i>				
98) Does the lab utilize gloves to protect from cryogenic and heat hazards <i>where necessary</i>				
99) Are all workers wearing protective gloves <i>where required</i>				
100) Are all gloves maintained in a sanitary and reliable condition				
Protective eyewear				
101) Are individuals wearing appropriate eye protective devices <i>where required</i>				
102) Does the eyewear protection meet CSA standards or equivalent				
103) Does the eyewear provided appropriately fit the workers				
104) Is the eyewear maintained in a sanitary and reliable condition				
Lab Attire				
105) Are all individuals in the lab wearing lab coats				
106) Do the provided lab coats have snaps				
107) Are individuals wearing clothes that leave no exposed skin (i.e. long pants)				
108) Are individuals wearing appropriate closed toed shoes				
109) Are individuals wearing appropriate closed heel shoes				

Other					
110) Are respirators used in the lab (<i>If yes refer to attached sheet</i>)					
111) Has a hazard assessment been conducted in the workplace to identify possible hazards that would require the use of PPE					
112) Is there written documentation of hazard assessment					
<i>Comments</i>					
Consumption of Food or Drink in the lab		Yes	No	N/A	Other
113) Is the lab free from evidence of consumption of food or drink					
<i>Comments</i>					

General Comments and Recommendations: