

## McMaster University Laboratory Workplace Inspection

Date: \_\_\_\_\_ H & S Committee Name: \_\_\_\_\_ Inspected by: \_\_\_\_\_

Building: \_\_\_\_\_ Lab #: \_\_\_\_\_ Department of: \_\_\_\_\_ Director/Chair/Dean: \_\_\_\_\_

Description	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Supervisor	Corrective Action	Date Action To Be Taken
<b>Emergency</b>							
Exit routes clearly marked and unobstructed							
Aisles are clear and unobstructed							
Exit lights are operational and clearly visible on exit routes							
Emergency contacts and telephone numbers posted on the exterior door leading into the lab							
Warning notices posted on the exterior door indicating radiation, magnetic field, laser, level 2/level 3, etc.							
Fire extinguisher(s) tagged with date checked (monthly)							
Eye Wash and Shower stations operating and r date checked (tag or sticker)							
Emergency notices are posted and visible							
Chemical/Biological Spill Kits available							
If applicable, fire hose cabinet with date checked (tag or sticker)							
First Aid Kit available and names posted of those certified in standard first aid							
Safety window in the exterior door is not obstructed							
<b>Notes:</b>							
<b>WHMIS RMM #501</b>							
Up to date inventory of chemicals used in the lab							
MSDS are available, easily accessible and up to date							
Labeling is used							
<b>Designated Substance Present RMM #500</b>							
Copy of assessment readily available							
<b>PPE (Personal Protective Equipment) RMM #320</b>							
Closed toed shoes are worn							
Lab coats, appropriate chemical gloves, appropriate eyewear for lab task in use							
If applicable: face shield, hearing protection available							
<b>Notes:</b>							

**Hazard Class**

- A - Major (High Risk - immediate danger to life and health) STOP WORK OR CONTROL HAZARD IMMEDIATELY
- B - Moderate (Medium Risk- potential for non-life threatening injury)
- C - Minor (Low Risk - long term potential for slight injury or illness)

\* Supervisor is required to sign forms that identify not satisfactory items and return with corrective action and time frame

Description	S - Satisfactory	N - Not Satisfactory	N/A	Hazard Class	Supervisor	Corrective Action	Date Action To Be Taken
<b>Fume Hoods</b>							
Fume hoods have annual check (sticker)							
Sash lowered to appropriate level							
Interior of fume hood is not cluttered with apparatus to disrupt air flow							
Vent Alert is operating and in active position							
Hoods are not being used for storage							
<b>Chemical Storage and Handling</b>							
Storage of organic peroxides, dated, tested after expiry (6 months) or disposed of							
Refrigerators containing chemical/biohazardous substances are labeled to identify, including restrictions							
If applicable, refrigerator is explosion safe or explosion proof, according to use							
Chemicals are stored according to compatibility							
Flammable storage cabinet is clearly marked							
Gas cylinders properly secured and either capped or fitted with a regulator							
Flammable gases are not stored in lab (i.e. propane, acetylene)							
Corrosive chemical storage area(s) is labeled; corrosive materials stored low to ground							
Flammables stored away from heat or other ignition sources							
Safety carriers are available and in use while transporting chemicals							
<b>General</b>							
No Eating/Drinking Signage is posted							
Bench tops and work areas clean and tidy							
Fluorescent tubes/bulbs are lit, and shades secured							
Ceiling tiles secured and in place and shows no sign of water damage							
Aisles and exit ways clear from obstructions							
Pipetting is performed by mechanical means							
Accessibility features are unobstructed and in working order (i.e. ramps are clear, push buttons for automatic door openers are operational, etc.)							
<b>Waste</b>							
Hazardous waste containers appropriately labeled							
Sharps disposed into labeled, puncture-proof containers, needles are not recapped							
Biological (i.e. pathogenic) waste disposed of in (hospital red, campus yellow) bags							
Radioactive wastes properly contained and appropriately labeled							
Broken glass containers are available and in use							
<b>Equipment</b>							
Centrifuges - with interlocks							
Electrophoresis equipment - with interlocks/high voltage sticker							
Condition of Bunsen burner tubing							
Autoclave has adequate space							
Piping (tubing), valves, and fittings checked for integrity							
Equipment, tools, pulleys, belts, having exposed moving parts are guarded							

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<b>Electrical</b>							
Electrical equipment, power strips, cords/plugs, no evidence of cuts, fraying or other damage							
Equipment meets the Electrical Safety Authority standards (stickers on equipment)							
<b>Notes:</b>							
<b>Ergonomics</b>							
Computer monitors positioned properly							
Material stored in cabinets/counters are within best practice reaching range							
Sufficient counter space to work							
Manual handling techniques are practiced (i.e. dolly/cart used, reducing the load when lifting)							
<b>Notes:</b>							

**Comments from lab users when interviewed during the lab workplace inspection (i.e. practices, equipment, procedures, ergonomics, etc.):**

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Copy of the completed inspection shall be provided to the supervisor(s) responsible for lab; Dean/Chair/Director of the Department; JHSC

30 days from the date inspected, a copy of the workplace inspection with corrective action(s) is to be returned to the JHSC.