

Science Research Building - Core H&S Checklist

1.0 Biohazards

- a. Sharps containers provided for collection of needles and syringes.
- b. Are sharps containers replaced when 3/4 full?
- c. Do employees know what they should do in the event of an exposure (i.e. via broken glassware)?

2.0 Chemical Hygiene Plan - Laboratories

- a. Standard Operating Procedures available?
- b. All lab personnel have completed Lab Safety Training?
 - Required by H&S office for ALL (grad) students:
 - Compressed Gas Cylinders (on-line)
 - Emergency Evacuation (fire drills)
 - New Employee Orientation
 - WHIMIS
 - Required if applicable:
 - Biosafety if applicable
 - Radiation Safety
 - Respiratory Protection

3.0 Chemical Storage & Safety

- a. All containers properly labeled?
- b. Chemical containers securely closed and stored properly when not in use?
- c. Fume hoods/biosafety cabinets not used for general storage?
- d. Chemicals segregated and stored by compatibility?
- e. Chemical stocks purged of old, out-dated, and unusable chemicals (chemical inventory)?
- f. Chemicals are not placed or stored on the floor?
- g. Proper storage of flammable/combustible materials practiced to minimize risk of fire/spontaneous combustion?

4.0 Commercial

- a. Are aisles clear of obstacles or other potential hazards?
- b. Are all floors kept clean and dry?
- c. Is shelving in good condition?

5.0 Compressed Air and Compressed Gases

- a. Are cylinders stored securely and immobilized to prevent them from being knocked over?
- b. Are compressed gases stored so that they do not interfere with exit paths?
- c. Are compressed gas cylinder valve covers or other measures in place when cylinders are not in use?
- d. Are cylinder valves closed at all times, except when the cylinder is in use?
- e. Gas cylinders show no obvious signs of defects, leaks or other damage?
- f. Proper type of regulator used for the type of gas cylinder in use?

6.0 Cryogenics

- a. Is suitable PPE used?

7.0 Electrical Safety

- a. Extension cords not used as perm. wiring.
- b. Extension cords, power strips plugged directly into wall outlets.
- c. Electrical cords not in the way?
- d. Multi-outlet power strips CSA listed circuit breakers.
- e. Outlets within 1m of sinks have GFCIs?
- f. Heating devices (i.e. hot plates) stored away from flammable & combustible materials?

8.0 Fire Prevention and Protection

- a. Appropriate fire extinguishers readily accessible?
- b. Fire extinguishers inspected & recharged regularly & noted on inspection tag?
- c. Flammable storage cabinets labeled Flammable - Keep Fire Away?
- d. Sprinkler heads clean & no storage within 18 inches?

9.0 General Work Environment & Indoor Air

- a. All areas properly illuminated.
- b. Work areas clean, sanitary, and orderly (garbage disposed properly, etc.).
- c. Are walls, ceilings, windows and floors free of signs of mold or moisture damage?

10.0 Hazardous Waste & Materials Disposal

- a. Waste containers properly labeled (chemical components, amounts, etc.).
- b. Waste containers kept closed except when adding waste.
- c. Workers aware of incompatible wastes and designated waste containers?

11.0 Laboratory Safety

- a. Biohazardous sign on door?
- b. Eating, drinking, food storage, etc. done in designated areas? (prohibited in the lab)
- c. Limited access?
- d. Biohazardous spill procedures established to clean-up & disinfect?
- e. Appropriate waste bags/containers for bio & chemo waste?
- f. Long hair confined?
- g. Lab doors kept closed?
- h. Ethers & peroxide forming compounds dated when recd & when opened?
- i. Laminar hoods certified within past 12 mos?

12.0 Material Handling

- a. Containers stored, stacked, secured, and of limited height for stability.

13.0 Personal Protective Equipment (PPE)

- a. Are protective goggles/face shields provided & worn where needed?
- b. Appropriate hand protection available & used.
- c. Protective clothing available & used. (Lab Coats)

14.0 Radioisotope Safety

- a. Door postings present, fridge, hood, sink labelled, notice to employees posted.
- b. Inventory records (including waste) available and up to date.
- c. All users of radioactive materials have attended and successfully completed Radiation Safety Training?
- d. Survey meter available and calibrated?
- e. Staff are aware of radioactive waste disposal procedures?
- f. Appropriate waste containers are provided for radioactive waste?
- g. Radioactive spill kits are readily available?
- h. Is the radioisotope permit posted?

15.0 Safety Equipment and Emergency Preparedness

- a. Eyewash & safety shower unobstructed and inspected as required.
- b. Fume hoods, biosafety cabinets, glove boxes, etc. certified as required.

16.0 Workplace Hazardous Materials Information

- a. Do you ensure that each container of hazardous chemicals in the workplace is labeled, tagged or marked identifying the chemical it contains?
- b. Material Safety Data Sheets readily available.
- c. Employees aware of hazards associated with chemicals used in their areas.
- d. Employees receive appropriate WHMIS training?

17.0 Ask one of the following:

Question 1

Ask at least 3 staff members: if they are aware about any risks or potential hazards. HOW MANY are aware of the risks?

Question 2

Ask 2 employees if they know what to do in the event of an accident. WHERE do they get the forms? WHO do they send them to? HOW soon must this be done?

Question 3

Ask 3 department employees if they know where the fire alarm and fire extinguisher is and how to use them. HOW MANY know?

Question 4

Ask 3 department employees if they have attended fire safety training within the past year. HOW MANY have attended?

Question 5

Ask 2 relevant employees if they know proper waste disposal procedures? Do they know what can go down the sink?

Question 6

Ask 2 employees what do they do when they find equipment that is not working properly. HOW MANY have been given appropriate procedures?