



University  
of Windsor

## LABORATORY SAFETY SELF-INSPECTION CHECKLIST

Contact Information (Principal Investigator)							
Last Name:		First Name:			Extension:		
Department:		Building:			Rooms:		
Date/Time of Inspection							
Date / Time of Inspection:							
Section A: Hazard Identification							
<b>Please check all hazards that apply to your lab</b>							
Compressed Gas	<input type="checkbox"/>	Oxidizers	<input type="checkbox"/>	Corrosive Chemicals	<input type="checkbox"/>	Laser	<input type="checkbox"/>
Flammable Chemicals	<input type="checkbox"/>	Reactive Chemicals	<input type="checkbox"/>	Biohazard	<input type="checkbox"/>	X-Ray	<input type="checkbox"/>
Toxic Chemicals	<input type="checkbox"/>	Poisonous Chemicals	<input type="checkbox"/>	Radiation	<input type="checkbox"/>	Liquid Nitrogen	<input type="checkbox"/>
Section B: General Laboratory Work Practices							
Applicable Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes	No	N/A	Comments
1	Signs on laboratory doors (Caution Placards) and storage areas are consistent with the hazards within (appropriate signage for biohazard level 2, radiation, laser...etc.)						
2	Access to lab is restricted to authorized lab personnel and students only						
3	No evidence of food or beverages being consumed or stored in the lab						
4	No recapping of needles is performed						
5	Laboratory surfaces are clean; disinfected or decontaminated after work is performed (proper disinfectant present)						
6	Aisles and exits are free from obstruction and tripping or slipping hazards (e.g. loose cords secured to floor where employees walk)						
7	Heavy objects are confined to lower shelves						
8	Tops of cabinets and shelves are free from stored items						
Section C: Personal Protective Equipment (PPE)							
Applicable Yes <input type="checkbox"/> No <input type="checkbox"/>				Yes	No	N/A	Comments
1	Lab coats and safety glasses are worn in the laboratory. Lab coats are removed before entering non-laboratory general use area						
2	Various protective gloves are available, including cryogenic where applicable						

3	Additional adequate PPE available for the hazards in your lab (includes masks and hearing, foot and head protection)				
4	Closed toe shoes worn				
5	Respirators are provided when necessary, and users are trained and fit tested				
<b>Section D: Chemical Hazard Control &amp; Storage</b>					
<b>Applicable Yes <input type="checkbox"/> No <input type="checkbox"/></b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1	Incompatible materials are segregated (acid, bases, flammable, oxidizers etc.)				
2	Primary and secondary chemical containers are labeled with identity and appropriate hazard warnings				
2	Chemical containers are in good condition (not leaking, lids not cracked)				
4	No storage of glass chemical containers on floor				
5	Corrosives and flammables are stored below eye level				
6	Unused or outdated materials are removed from laboratories and chemical storage areas				
7	Safety carriers are available and in use while transporting chemicals				
8	All personnel working in lab know how to access WHMIS and have access to printed chemical inventory in the lab				
<b>Section E: Flammable Liquid Storage &amp; Handling</b>					
<b>Applicable Yes <input type="checkbox"/> No <input type="checkbox"/></b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1	Flammable liquids are stored away from heat or other ignition source and oxidizing chemicals (oxidizers)				
2	Flammable liquids not in use are stored in approved flammable solvent cabinets, maximum 3 flammable cabinets per lab				
3	Maximum of 250L flammable and 250L combustible materials stored in each cabinet				
4	Explosion safe or explosion proof refrigerators used for volatile and flammable liquids				
<b>Section F: Compressed Gas Cylinders</b>					
<b>Applicable Yes <input type="checkbox"/> No <input type="checkbox"/></b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1	Gas cylinders are properly chained / secured				
2	Cylinder caps are in place when the cylinders are not in use or being moved				
3	Gas cylinders are stored away from excessive heat or ignition sources				
4	Fuel gas cylinders are at least 6 m (20') away from oxygen cylinders				
5	Gas cylinders are properly labeled as to their content				

6	Full and empty cylinders are stored separately				
7	Empty gas cylinders are labeled "EMPTY"				
8	Hoses, tubing and regulators are in good working condition				
<b>Section G: Waste Handling: Hazardous, Non-Hazardous &amp; Biological</b>					
<b>Applicable Yes <input type="checkbox"/> No <input type="checkbox"/></b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1	Waste material is not allowed to accumulate on the floors, in corners or under shelves/tables in laboratories				
2	Containers of hazardous waste are labeled properly (date and lab number) and have closed lid				
3	<b>Biological or Radioactive Wastes</b> are appropriately marked				
4	No evidence of liquid waste disposal in sinks or the sewer				
5	Syringes and other sharp wastes are disposed of into a sharps container				
6	Broken glass containers are in use for disposal of broken glass				
<b>Section H: Tools, Machinery &amp; Equipment</b>					
<b>Applicable Yes <input type="checkbox"/> No <input type="checkbox"/></b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1	Tools and equipment are in safe working condition				
2	Standard operation procedures (SOPs) are available for all equipment in the lab				
3	Regular maintenance provided for all equipment				
4	Electrical cords are in good condition (no frayed wires or broken insulation)				
<b>Section I: Doors &amp; Emergency Exits</b>					
<b>Applicable Yes <input type="checkbox"/> No <input type="checkbox"/></b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1	Exits are clearly marked and free from obstruction				
2	All fire doors are self-closing and are kept closed				
3	Doors and windows operate, close and lock properly				
<b>Section J: Safety Equipment</b>					
<b>Applicable Yes <input type="checkbox"/> No <input type="checkbox"/></b>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1	Fume hoods are available and have an inspection label (performance tested within past 12 months)				
2	Fume hoods are not being used for storage				
3	Hoses or cords are not inserted through the face of the fume hood (they must run underneath the airfoil so the sash can close completely)				
4	Biological safety cabinets certified within the past 12 months				
5	Safety showers and eye wash stations are located within 10 second walk (approx.55') of all laboratories (ANSI Std. Z-358.1-2009)				
6	All showers and eye wash stations are clean and free of obstruction				

7	Safety showers and eye wash stations are tested and documented (ANSI Std. Z-358.1-2009)				
8	All vacuum lines have a trap				
9	Low oxygen alarms present for areas with cryogenics or NMR equipment				
10	The 5-Gauss line is marked around the magnet in NMR laboratories				
<b>Section K: Emergency Response / Safety Procedures</b>					
<b>Applicable</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1	Fire extinguishers are the appropriate type for the hazard in the work area				
2	Fire extinguishers are unobstructed				
3	Fire extinguishers are regularly inspected				
4	Laboratory personnel are aware of the nearest:				
	• First aid kit or first aid station				
	• Fire extinguisher				
	• Spill kit				
5	Laboratory personnel are familiar with:				
	• Standard Operating Procedures (SOPS) for all equipment in lab				
	• Working alone procedures				
	• Spill response plan				
	• Accident reporting procedures				
	• Emergency phone numbers (eg. Ext 911 on campus phone)				
	• Lab specific emergency procedures (eg. audibility of fire alarm, equipment shut off procedures)				
<b>Section L: Training</b>					
<b>Applicable</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
1	Documented WHMIS training is in place for all lab personnel				
2	General training conducted for equipment / techniques unique to the laboratory (eg. drill press)				
3	Lab safety training for end users completed by all students working in the lab				
4	Compressed gas cylinder training completed (where applicable)				
5	Laser safety training completed (where applicable)				
6	X-Ray safety training completed (where applicable)				
<b>Section M: Radiation &amp; Biosafety Permits</b>					
<b>Applicable</b> Yes <input type="checkbox"/> No <input type="checkbox"/>		<b>Permit Information</b>			
1	For laboratories with radiation and/or biosafety permits, please provide your permit number				

2	Please provide the date of your last radiation / biosafety inspection		
<b>Section N: Optional - Notes / Questions / Comments (please add additional pages as required)</b>			
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3			
4			
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9			
<b>Section O: Signatures</b>			
Completed By:		Title:	
Signature:		Extension:	Date:

**Lab Supervisors: Please complete and return to the CCC by .....**