**Building:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Names of Inspectors:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
|  | **Yes** | **No** | **N/A** |

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| --- | --- | --- | --- | --- |
| A.1 | **General Safety** | | | |
| A.2 | Are fire extinguishers, fire exits, emergency showers, stairwells, electrical panels kept clear of materials, equipment and spills? |  |  |  |
| A.3 | Are Fire Extinguishers adequate for the chemicals used,accessible, signage visible, charged and inspected within last year? |  |  |  |
| A.4 | Are Emergency EXIT signs illuminated? |  |  |  |
| A.5 | Is appropriate PPE is being used? (lab coats, safety eyewear, etc.). No shorts or sandals are worn. |  |  |  |
| A.6 | Is there evidence of food, drink or chewing gum? |  |  |  |
|  | **Doors / Floors / Aisles** |  |  |  |
| B.1 | Aisles are unobstructed and allow visibility and movement |  |  |  |
| B.2 | Doorways are unobstructed and allow visibility and movement |  |  |  |
| B.3 | Doors opening into pedestrian traffic are posted with prominent caution signs |  |  |  |
| B.4 | Floors / carpets are free from holes, loose edges, worn areas or depressions |  |  |  |
| B.5 | Materials stored on the floor are away from doors / aisles and are < 3ft. high |  |  |  |
| B.6 | Lighting is adequate in aisles and walkways |  |  |  |
|  | **Physical Hazards** |  |  |  |
| C.1 | Is heating and ventilation adequate? (Consider too hot, too cold?) |  |  |  |
| C.2 | Is air quality adequate? (Consider: unfamiliar smells, odours) |  |  |  |
| C.3 | Are lighting levels in the work area adequate? (Consider: Too bright/dim, lights not working?) |  |  |  |
|  | **Cabinets / Shelving Units** |  |  |  |
| D.1 | Cabinets are closed when not in use |  |  |  |
| D.2 | Cabinets / shelving are bolted together, to the floor, or to the wall |  |  |  |
| D.3 | Heavy objects are not stored on top of tall cabinets / shelves |  |  |  |
| D.4 | Lips/heavy gauge wire is in place to prevent chemicals, containers and other materials from falling off of shelves |  |  |  |
|  | **Equipment / Electrical** |  |  |  |
| E.1 | Metal equipment are free of burrs or sharp edges |  |  |  |
| E.2 | Electrical cords are not run over heat sources, through doorways, or across aisles |  |  |  |
| E.3 | Frayed or damaged electrical cords/outlets/connections are removed from service and/or replaced |  |  |  |
| E.4 | Electrical cords are secured/bundled to prevent tripping hazard |  |  |  |
| E.5 | Lighting is adequate in work areas |  |  |  |
| E.6 | Equipment that is ‘customized’ by the lab has received engineering certification prior to being put into service |  |  |  |
|  | **Fire Safety / Emergency Evacuations** |  |  |  |
| F.1 | Access to fire extinguishers and pull stations is clear |  |  |  |
| F.2 | Locations of fire extinguishers /pull stations are clearly identified |  |  |  |
| F.3 | Fire extinguishers have been inspected within the last year and pins are secure |  |  |  |
| F.4 | Emergency procedures and evacuation plans are current and posted |  |  |  |
| F.5 | Emergency telephones numbers are close to phones |  |  |  |
| F.6 | Smoke and fire alarms are in place and operational |  |  |  |
| F.7 | Emergency exits are not blocked with materials, equipment or shrubbery |  |  |  |
| F.8 | Emergency exits open easily |  |  |  |
| F.9 | Emergency lighting units are provided for the workplace and exit paths |  |  |  |
| F.10 | Emergency lighting is operational |  |  |  |
|  | **Ergonomic Hazards** |  |  |  |
| G.1 | Are materials stored to prevent overreaching? |  |  |  |
| G.2 | If materials are on the floor, are they stacked no more than 3 boxes high? |  |  |  |
|  | **Chemical Safety** | | | |
| H.1 | Is there less than 25 L of flammables in the open lab and containers are no larger than 5 L? |  |  |  |
| H.2 | Are Fume Hoods kept tidy, functional, & annually certified? Fume hood sashes are at/below arrow indicated? |  |  |  |
| H.3 | Are emergency eyewash and showers accessible, labelled and tested regularly? |  |  |  |
| H.4 | Are gas cylinders properly segregated (e.g. hydrogen and oxygen tanks are segregated), labeled and secured? Located away from exits and sources of heat and moisture? |  |  |  |
| H.5 | Are there proper supplier/workplace labels on all containers, are MSDS readily available, incompatibles separated, and properly stored? |  |  |  |
| H.6 | Is an up to date chemical inventory available? |  |  |  |
| H.7 | Shelves and chemical containers in good condition (no leaks, rust) |  |  |  |
| H.8 | Spill control equipment (neutralizers, absorbent pads) are present |  |  |  |
|  | **Hazardous Waste** | | | |
| I.1 | Hazardous chemical waste is generated in this area |  |  |  |
| I.2 | Satellite Accumulation Area (SAA) is located at or near where waste is generated |  |  |  |
| I.3 | Maximum SAA storage capacity not exceeded (55-gallons per hazardous waste stream) |  |  |  |
| I.4 | Waste containers are in good condition (not leaking, rusted, bulging or damaged |  |  |  |
| I.5 | Each container is marked with the words “Hazardous Waste” |  |  |  |
| I.6 | Each container is marked with full chemical names identifying the contents stored inside (no abbreviations or formulas) |  |  |  |
| I.7 | Waste containers are kept closed unless adding waste |  |  |  |
| I.8 | Waste containers storing liquid hazardous waste at or near sinks and drains are stored within secondary containment |  |  |  |
| I.9 | Secondary containment is in good condition (free of cracks, gaps and impervious to leaks) |  |  |  |
| I.10 | Regulated medical waste or "sharps" waste is generated in this area |  |  |  |
| I.11 | Sharps are disposed in a proper container that is kept closed unless waste is being added |  |  |  |
| I.12 | Regulated medical waste is placed in red bags within boxes that are properly labeled or in another suitable container (e.g. 55-gallon fiberboard drum) |  |  |  |
|  | **Biological Safety** | | | |
| J.1 | Biological materials are not stored in hallways or chase ways in unlocked freezers or refrigerators |  |  |  |
| J.2 | Do the biohazardous waste containers have lids and are they labelled? |  |  |  |
| J.3 | Biohazard signs are posted in all labs handling infectious materials |  |  |  |
| J.4 | Lab coats, gowns or scrubs are in use in labs handling infectious materials |  |  |  |
| J.5 | Disinfectants are on hand for sanitizing bench tops and treating spills |  |  |  |
| J.6 | Biological safety cabinet(s) were certified within the last 12 months |  |  |  |
|  | **Radiation Safety** | | | |
| K.1 | If radioactive material is present, is a proper sign posted on the lab door? |  |  |  |
| K.2 | Radioactive waste is generated in this area |  |  |  |
| K.3 | Mixed waste (e.g. scintillation vials and any other radioactive and hazardous chemical waste mixture) is generated in this area |  |  |  |
| K.4 | Radioactive and/or mixed waste containers are properly labeled |  |  |  |
| K.5 | Have the survey meters been calibrated within the last year? |  |  |  |
| K.6 | Is an up to date radioisotope inventory available? |  |  |  |
| K.7 | The radioactive material use area is marked properly |  |  |  |
| K.8 | The radioactive material storage freezer is properly labeled |  |  |  |
| K.9 | Vials of radioactive material within a freezer are stored in a proper lock box |  |  |  |
|  | **Personal Security** |  |  |  |
| L.1 | Emergency call buttons are in place and operational (if applicable) |  |  |  |
| L.2 | Access to main office areas is controlled |  |  |  |
| L.3 | There is signage that states all visitors must check in with Reception (or alternate) |  |  |  |
| L.4 | Workers that work alone (after hours or in areas of isolation) are familiar with VIU’s Working Alone procedure |  |  |  |
| L.5 | Workers are aware of SafeWalk |  |  |  |
|  | **Safety Information** |  |  |  |
| M.1 | Safety Committee minutes are posted in visible area accessible by all staff |  |  |  |
| M.2 | Safety manuals, work procedures, MSDS relevant to the work area are easily accessible by all employees |  |  |  |
|  | **Worker Awareness (Questions you can ask)** |  |  |  |
| N.1 | Workers know where to go and who to call for first aid assistance |  |  |  |
| N.2 | Do workers know about the VIU Online MSDS system for chemicals |  |  |  |
| N.3 | Workers can identify their safety representative on the on the Safety Committee |  |  |  |
| N.4 | Workers know the location of and how to use fire extinguishers / pull stations |  |  |  |
| N.5 | Workers know the evacuation procedures and where to gather outside |  |  |  |
| N.6 | Workers know the evacuation procedures and where to gather outside |  |  |  |
| N.7 | Workers know who the emergency warden is for their area |  |  |  |

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| **Corrective Action** | **Assigned To** | **Date to be completed by** |
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| **Notes on deficiencies / other comments** | | |
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