**UPEI Laboratory/Barn/S&R Inspection Report**

April 2017

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Inspection Date** |  | **Area(s) Inspected** |  | Local H & S Working Group | |  |
| **Inspectors** |  |  | | | Area Guide |  |

a Guide

Hazard Rating (hazards to personal injury, property or the environment): A - Serious hazard B - High hazard C - Moderate hazard. D - Low hazard.

\* Item previously noted.

| **\*#** | **Y** | **N** | **NA** | **Item**  **(Y = Satisfactory, N = Needs Improvement**  **NA = Not Applicable)** | **Description** | **Hazard Rating** | **Corrective Action** | **Person Responsible** | **Target Date** | **Completion Date** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| General Housekeeping | | | | | | | | | | |
| 1 |  |  |  | Workplace clean and orderly |  |  |  |  |  |  |
| 2 |  |  |  | Exits clear of obstructions and accessible |  |  |  |  |  |  |
| 3 |  |  |  | Floor free of tripping hazards: loose obstacles (e.g. boxes, hoses, chemicals) |  |  |  |  |  |  |
| 4 |  |  |  | Stored materials secured and limited in height to prevent collapse |  |  |  |  |  |  |
| 5 |  |  |  | Materials in cabinets/shelves stored safely |  |  |  |  |  |  |
| 6 |  |  |  | Books/items reachable from the ground or approved step stool available |  |  |  |  |  |  |
| 7 |  |  |  | Free standing shelves are stable/safe loads |  |  |  |  |  |  |
| 8 |  |  |  | Drawers/cupboard doors are shut when not in use |  |  |  |  |  |  |
| Chemical Handling | | | | | | | | | | |
| 9 |  |  |  | All chemicals are properly stored & cabinets labeled with separate acids, bases and flammables storage. Glass bottles should not be stored on the floor. |  |  |  |  |  |  |
| 10 |  |  |  | Nitric acids must be stored separately from all other chemicals |  |  |  |  |  |  |
| 11 |  |  |  | Chemicals should be stored at lower elevations (below eye level) that are easily reached or in appropriate cabinets |  |  |  |  |  |  |
| 12 |  |  |  | Face shield & insulated gloves must be available & used with liquid nitrogen/frozen gases |  |  |  |  |  |  |
| 13 |  |  |  | Hazardous materials inventoried within the last year |  |  |  |  |  |  |
| 14 |  |  |  | Current MSDS available for hazardous materials (within 3 yrs old) |  |  |  |  |  |  |
| 15 |  |  |  | Hazardous waste procedure followed |  |  |  |  |  |  |
| 16 |  |  |  | Adequate spill containment, clean-up & procedures available |  |  |  |  |  |  |
| 17 |  |  |  | Procedure in place & used for safe transport of hazardous materials between work areas |  |  |  |  |  |  |
| Equipment Maintenance | | | | | | | | | | |
| 18 |  |  |  | Eyewash & safety shower stations: clearly marked, training and monthly maintenance done & documented. Access unobstructed. |  |  |  |  |  |  |
| 19 |  |  |  | Fire extinguishers fully charged and currently filled |  |  |  |  |  |  |
| 20 |  |  |  | all sprinkler heads free of obstruction |  |  |  |  |  |  |
| 21 |  |  |  | Fume and biocontainment hoods maintained (not used for chemicals storage) and regularly inspected |  |  |  |  |  |  |
| 22 |  |  |  | Lab ventilation adequate |  |  |  |  |  |  |
| 23 |  |  |  | Gas cylinders properly labeled; secured when stored or moved; caps in place |  |  |  |  |  |  |
| 24 |  |  |  | No frayed electrical cords |  |  |  |  |  |  |
| 25 |  |  |  | No overloaded sockets |  |  |  |  |  |  |
| 26 |  |  |  | Equipment properly maintained & safety guards in place |  |  |  |  |  |  |
| 27 |  |  |  | Suitable warning signs & labels (radiation, laser, UV, PPE, biohazards, no food/drink) |  |  |  |  |  |  |
| 28 |  |  |  | Animal restraint devices available & used |  |  |  |  |  |  |
| 29 |  |  |  | Fridges/freezers must be labeled as whether or not they are approved as suitable for storing flammables |  |  |  |  |  |  |
| Safety rules, training and documentation | | | | | | | | | | |
| 30 |  |  |  | No food or drink in labs |  |  |  |  |  |  |
| 31 |  |  |  | Appropriate body cover and no open shoes |  |  |  |  |  |  |
| 32 |  |  |  | PPE available and personnel trained in the selection, care & use of PPE |  |  |  |  |  |  |
| 33 |  |  |  | Personal hygiene & decontamination procedures in place & followed |  |  |  |  |  |  |
| 34 |  |  |  | SOP’s and appropriate manuals available (e.g. UPEI Lab Safety Manual, Laboratory Biosafety Guidelines- Health Canada, Containment Standard for Veterinary Facilities, etc.) |  |  |  |  |  |  |
| 35 |  |  |  | WHMIS training current for all employees |  |  |  |  |  |  |
| 36 |  |  |  | First Aid/CPR trained individuals known |  |  |  |  |  |  |
| 37 |  |  |  | Staff inoculated against appropriate infectious materials |  |  |  |  |  |  |
| 38 |  |  |  | Site specific training & immediate area orientation done & documented |  |  |  |  |  |  |
| 39 |  |  |  | Incident report forms readily available, completed, and submitted to HR as required |  |  |  |  |  |  |
| 40 |  |  |  | Additional training requested by workers |  |  |  |  |  |  |
| Emergency Response | | | | | | | | | | |
| 41 |  |  |  | Emergency telephone #’s posted/accessible. Ensure safety placard is posted on lab doors with current emergency contact info. |  |  |  |  |  |  |
| 42 |  |  |  | Emergency exit signs available, visible & working. Emergency exits unobstructed |  |  |  |  |  |  |
| 43 |  |  |  | Fire alarm pull stations, fire blanket, fire hose stations, and portable fire extinguishers visible and unobstructed |  |  |  |  |  |  |
| 44 |  |  |  | Stairway doors/self closing doors closed (unless close automatically during alarms) |  |  |  |  |  |  |
| 45 |  |  |  | Rags/paper towels used to clean up flammable/combustible materials must be stored in metal cans with lids to prevent spontaneous combustion |  |  |  |  |  |  |
| 46 |  |  |  | Emergency evacuation plan & drills in place; exit routes, pull stations & fire extinguisher locations known |  |  |  |  |  |  |
| 47 |  |  |  | Electrical outlets near sinks/water must contain ground fault circuit interrupters (GFCI’s) |  |  |  |  |  |  |
| 48 |  |  |  | Discontinue the use of extension cords and power bars for extended use. Permanent electrical outlets must be installed where necessary. |  |  |  |  |  |  |
|  | | | | | | | | | | |

Additional Comments:

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**Inspection**

Lead Inspector (print name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(signature):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Area Leader (print name):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Copies to: Area Leader (original), Laboratory Supervisor, others identified for action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

□ When actions & form are completed, return original to the Lead Inspector (noted above).

Overall Target Date:

**Completion of Actions**

Area Leader’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_