

Monthly Laboratory Inspection Checklist for PIs and/or Lab Managers

Checklist Item	Check for No	Corrected Date	Checklist Item	Check for No	Corrected Date
Fire Extinguisher(s) accessible.			Electrical sockets and plugs in good condition and grounded.		
Eyewash present, accessible, functional. Record of weekly bump test.			Extension cords not used as permanent wiring. *1		
Emergency Shower (if present) is accessible.			Electrical equipment/wiring removed from all water sources.		
First Aid kit (if present) is available and stocked.			Hazardous UV radiation sources are contained and interlocked. *2		
Emergency phone numbers posted. Staff/students trained in emergency procedures and accident reporting.			Appropriate permits for ionizing radiation, lasers, and x-rays are visible and current.		
Buddy system in place.			Appropriate Biosafety Permit in place.		
Floors, aisles and exits are clear.			Safety eyewear used as required.		
Bench tops and work areas free of unsafe clutter. Non-hazardous materials safely stored.			Lab coats, long pants (or equivalent) and closed shoes are worn in work areas.		
Hazardous materials properly stored, segregated and labelled. Spill kit available; staff/students trained.			Gloves are worn when doing lab work. Gloves are not worn outside the lab space.		
Staff/students WHMIS/GHS (Globally Harmonized System of Classification and Labelling of Chemicals (GHS)) trained. MSDS/SDS available at all times.			Fume hood alarm works (if possible to test).		
Waste safely stored and labelled.			Fume hood is uncluttered.		
Flammables and combustibles stored in flammable storage cabinets (FSC) – max. 3 cabinets per fire compartment.			Fume hood sash closed when hood not in use, and as low as practical when used.		
Max. 50L outside FSC; max. 250L flammable, 500L combustible/cabinet.			Lab fridges not used for food or drink.		
Compressed gas cylinders secured, labelled, away from heat.			Fridges/freezers spark free if used for flammables (e.g. ethanol). *4		
Compressed toxic gasses stored and used under local exhaust ventilation with an alarmed monitor. *3			Reaction products labelled and dated.		
No eating/drinking or evidence of occurrence.			All other equipment maintained per manufacturer's instructions.		
Lab manuals/equipment manuals readily available.			Other -		

Signature: _____ Date: _____

NOTES: This checklist provides general guidance on inspecting laboratories for potential health and safety hazards. If needed, Professors/Lab Managers should customize checklists to suit special conditions in their own labs.

*1. Power bars with internal circuit breakers are acceptable. *2. Except low power sources that have been risk assessed by EHS (i.e., some hand held thin layer chromatography lamps). *3. If unsure whether a monitor is required, contact EHS for assistance with a risk assessment. *4 Spark free is required where the flammable material is stored above its flash point (ethanol is OK in a -20°C freezer; gasoline is not). EHS contact info: ehs.office@utoronto.ca or 416-978-4467