

Occupational Health & Safety Workplace Inspections

Location: Building _____ Room# _____

Category: Laboratory Office Mech.Room Storage (circle)

Inspected by: Name _____ worker trainee JHSC manager

Space requirements	Comments	A	NA	U
General Space Organization	Work areas and floors clean and organized, surface dust level is low; space is tidy and uncluttered			
First Aid	First Aid kit is available, fully stocked; First Aider on the floor is listed; # of employees _____ Appropriate kit available (see IBBME Manual)			
Fire Extinguishers	It is ready, fully charged, regulary inspected; fire exit route is known			
Safety Information	Safety information is organized (common bulletin board/binder, one location, accessible, etc.); safety committee members are listed and known to the accupants; minutes of the last JHSC meeting are available			
Personal Safety	Security measures in place; no working alone policy; key access			
Training	All personnel is properly trained to perform optimally; any new task is supported by a training; adecvate amount of time is given to learn the task			
WHMIS	Containers WHMIS labeled; all personnel is WHMIS trained, Current MSDs are available and accesseble			
Environmental Conditions	Adequate ventilation, lighting; temperature, humidity; no visible mold, no smell or odour; Noise Levels within acceptable office levels for activities conducted			
Electrical Safety	Electrical cords, plugs and sockets in good condition; grounded connectons; extention cords not used as a permanent wiring; adequate number of outlets			

Mechanical/Storage rooms	Comments	A	NA	U
Hand & Portable Tools	In good working order and condition; regulary inspected and maintained; users trained; properly stored when not in use			
Mechanical Apparatus & Machinery	In good working order and condition; Regularly inspected and maintained; all equipent, including low point freezers (-80C to LN2) is equipt with PPE and instructions (SOPs, operation manual); users properly trained			
High Voltage Equipment	Correctly guarded; workers are trained on the proper operation and procedures in case of electricution; high voltage signage; proper warnings			

JHSC outreach	Questions	Y		No
Trained First-Aider	Are you a Trained First-Aider?			
	Would you like to be one?			
	Do you know who is trained on the floor?			
IBBME Safety Committee	Do you know your IBBME HSC representative?			
	Would you like to be involve*?			
	*please provide us with your email if "Yes" _____			
Comments				

Laboratory requirements	Comments	A	NA	U
Emergency Equipment	Eye wash station is present, ready, accessible, flushed regularly Safety shower is present, ready, accessible and tested			
Emergency Procedures	Emergency phone numbers posted, all personnel is trained on procedures and accident reporting; list of dangerous materials posted by the door			
Chemical safety	Listed by the entrance, Chemical Weapons Convention (CWC) inventory is maintained separately; only <i>small volume jars or bottles are kept inside</i> a Fume Hood; "Yellow" and/or "Blue" cabinets are used for the storage; proper labling and segregation, proper shelving			
Biohazard safety	Inventory is properly maintained; no visible spills (floor and BSCs); only trained personnel (certified by UofT EHS) has assecc to the life materials			
Reagent Spills	Spill kit is available (chemical and biological); all personnel is trained on the procedures; SOPs are available			
Waste	Containers properly labled, designated area is allocated for storage; waste is regullay disposed			
Protective Equipment	Appropriate personal protective equipment available and <i>worn</i> ; regularly inspected; properly maintained; employees trained to use it properly			
Compressed Gas Cylinders	Secured to fixed object; valve cap is on when not in use; away from heat or ignition sources; properly labeled			

Outstanding issue	Comments
YEAR ISSUE	
Supervisor	Signature _____
Principal Investigator or Laboratory Manager or Appointed staff	Full Name _____
	Email _____
	Date _____

IBBME H&S Office

Access is: granted denied master key # _____

Duration From permanent Tc One year Course Program

Time stamp