

UNBC Laboratory Inspection Report

Date:

Lab:

PI/Supervisor:

Department:

Inspection Committee:

1) House Keeping and General Safety				Yes	No	N/A
▪ Are floors clean, uncluttered, and in good condition						
▪ Are aisles and exits free from obstruction						
▪ Are all work surfaces clean, uncluttered, and in good condition						
▪ Are sinks clean, uncluttered, and free from all chemicals						
▪ Are shelving units and storage areas uncluttered and loaded properly (heavy objects stored on lower shelves, items stored at least 50 cm from ceiling) (BC Fire Code 2012, 2006)						
▪ Is only one day's worth of combustibles (e.g., unnecessary materials) stored in the area (BC Fire Code 2012)						
▪ Are there adequate electrical outlets (extension cords not used in a permanent manner to supply power to fridges freezers)						
▪ Are coat hooks available for lab coats near exit doors						
▪ Are any overhead lights in good working order						
▪ Are all ceiling tiles in place and in good condition						
▪ Is hand washing station with soap and paper towel available in the lab						
▪ Is contact information listed outside and up-to-date (BC Fire Code 2012)						
▪ Is required PPE posted in a prominent area						
2) Safety Equipment						
▪ Is there a safety shower & eye wash station reachable within 10 seconds						
▪ Is the safety shower & eye wash station clearly labeled and in good working condition						
▪ Is there a charged fire extinguisher available and appropriate for the hazards in the work area						
▪ Is there a fully stocked and clearly labeled spill kit available						
▪ Is the spill kit appropriate for the hazards in the work area						
▪ The emergency procedures are available and posted prominently (BC Fire Code 2012)						
Type of spill kit required	Chemical	Biological	Mercury	Other		

3) Chemical Safety	<input type="checkbox"/> Not Applicable	Yes	No	N/A
<ul style="list-style-type: none"> ▪ Is there at least one internet-connected computer available 				
<ul style="list-style-type: none"> ▪ Is SDS/MSDS Available Online at http://ccinfoweb.ccohs.ca/ displayed above all internet-connected computers or a SDS/MSDS binder available 				
<ul style="list-style-type: none"> ▪ Recommended: Is Laboratory chemical inventory available online at www.unbc.ca/chemstores displayed above all internet-connected computers 				
<ul style="list-style-type: none"> ▪ Are incompatible materials properly segregated (oxidizers and reducers stored in separate cabinets) 				
<ul style="list-style-type: none"> ▪ Are all chemicals stored off the floor 				
<ul style="list-style-type: none"> ▪ Are all chemicals labeled with WHMIS requirements 				
<ul style="list-style-type: none"> ▪ Are all solutions properly labeled with: Chemical composition, date of preparation, and initials of prepare 				
<ul style="list-style-type: none"> ▪ Are only the minimum necessary amounts of combustible, flammable, corrosive, toxic, biohazardous or highly reactive substances kept in the working area 				
<ul style="list-style-type: none"> ▪ Are lab carts available and equipped with side-rails sufficient to contain any spilled material 				
<ul style="list-style-type: none"> ▪ Are flammable liquids stored below eye level in properly in approved cabinets 				
<ul style="list-style-type: none"> ▪ Are fume hoods in good condition and certified 				
<ul style="list-style-type: none"> ▪ Are all fume hood indicators and alarms working properly 				
<ul style="list-style-type: none"> ▪ Are fume hoods clean and free from clutter (not being used as storage locations) 				
<ul style="list-style-type: none"> ▪ When not in use, are fume hoods turned off and sashes closed 				
<ul style="list-style-type: none"> ▪ Are peroxide-forming organic chemicals labeled with a completed peroxide label 				
<ul style="list-style-type: none"> ▪ Are peroxide-forming organic chemicals tested at least every 12 months 				

4) Waste Handling Hazardous, Non Hazardous, Biological	<input type="checkbox"/> Not Applicable	Yes	No	N/A
▪ Are all hazardous wastes collected and segregated for proper treatment and disposal?				
▪ Is liquid chemical waste properly segregated into waste streams (aqueous, organic, and halogenated)				
▪ Is liquid chemical waste properly labeled and stored?				
▪ Is biological waste properly segregated into waste streams (red and yellow buckets)				
▪ Is biological waste properly labeled and stored				
▪ Is ethidium bromide waste segregated				
▪ Are sharps containers provided				
▪ Are broken glass boxes provided				
▪ Is hazardous waste promptly delivered to Chemstores and not permitted to accumulate in the lab				
5) Compressed Gases	Not Applicable			
▪ Are gas cylinders capped when not in use or being transported				
▪ Are gas cylinders stored away from excessive heat				
▪ Are full and empty gas cylinders stored separately				
▪ Are empty gas cylinders clearly marked "empty" or "MT"?				
▪ Are cylinders, hoses, tubing, and regulators in good condition				
▪ Is dry ice making equipment well ventilated				
▪ Is liquid nitrogen properly stored and well ventilated				

6) Biosafety	<input type="checkbox"/> Not Applicable	Yes	No	N/A
▪ Is appropriate disinfectant kept available, such as bleach or 70% ethanol				
▪ Is there an appropriate biological spill kit available				
▪ Is all Biohazardous or Biological waste disposed of properly				
▪ Are all lab personnel trained in the proper use of Biosafety cabinets				
▪ Are biological safety cabinets in good condition and certified				
▪ Are all biological safety cabinet air flow indicators and alarms working properly				

Designated Priority Timelines:

- **Urgent- No laboratory work can be performed in the space until the issue has been addressed.**
 - Safety issues that can affect the health of laboratory users or that contravene UNBC policies or procedures. Personnel cannot enter the space for purposes other than to address the issue or prevent other hazards from arising. The lab supervisor needs to generate a compliance plan (with the support of the safety officers or relevant administrator, if necessary). A response to the report must be received by the Risk & Safety Coordinator within three business days.
- **High-- Must be addressed within four weeks.**
 - Safety issues that are important but do not pose an imminent risk.
- **Medium- Must be addressed by the beginning of the next semester.**
 - Safety issues that are low risk and low hazard but represent poor environment or work process.
- **Low- Required low priority items must be addressed before the next scheduled laboratory inspection.**
 - Required action items that do not represent safety hazards but can contribute to an unsafe environment over time (e.g., non-functioning lights) or best practices recommendations that might become requirements in the future.

