

GENERAL LABORATORY & SHOP INSPECTION CHECKLIST



Building & Rm #: _____	Date Inspected: _____ mm/dd/yy
Inspected by: _____	

At a minimum, all laboratory and shop spaces must be inspected each February, June and October. For each item, check Yes, No, or N/A. Be sure to retain all documentation regarding inspections, including corrective actions taken, for a minimum of 3 years. Contact Acadia's Health & Safety office at local 1576 for additional information.

Y	N	N/A	Safe Behaviours
			1. Has the risk associated with lab/shop activities been assessed and adequately controlled?
			2. Do faculty, staff and students use eye protection, lab coats, gloves and other protective equipment?
			3. Has it been assured that food or beverages are not stored or consumed in the lab or shop?
			Chemical Storage & Handling
			4. Is storage in fume hoods restricted to essential applications and sashes lowered when not in use?
			5. Are chemical wastes minimized and properly containerized?
			6. Are all containers legibly labeled with the full chemical or trade name?
			7. Are Material Safety Data Sheets accessible (in print or electronic form) and current within 3 years?
			8. Are incompatible materials segregated?
			9. Are chemical and waste containers in good condition and closed except during use (no funnels)?
			10. Are biohazardous wastes in properly identified red bags; sharps in proper sharps containers?
			11. No hazardous materials near sinks or drains unless secondary containment is provided?
			12. Are chemicals transported safely to, from and within the lab/shop?
			13. Do work practices minimize volatilization (i.e. traps used, open-container procedures minimized)?
			14. Are minimum practical quantities of chemicals purchased; are minimum quantities held in lab?
			15. Are compressed gas cylinders protected from heat sources and secured to a rigid structure?
			16. Are cylinder valves closed and valve caps in place when cylinders are not in use?
			17. No gravity dispensing of flammable liquids; use of top-mounted pumps only?
			18. Are solvents and other flammables/combustibles safely stored (review cabinets and fridges)?
			19. Are chemicals safely stored on shelves below shoulder height?
			Facility & Equipment
			20. Are lab refrigerators/freezers labeled "No Food & Drink" or similar?
			21. Extension cords and power strips not daisy chained and no permanent extension cords in use?
			22. No exposed wiring or damaged electrical cords observed?
			23. Are floors clear, dry and free of slip hazards, and are aisles and adjacent hallways unobstructed?
			24. Are bench tops and fume hoods reasonably organized, free of clutter, and clean?
			25. Are fire extinguishers, pull alarms, emergency showers, and electrical panels kept unobstructed?
			26. Is a first aid kit accessible and properly stocked?
			27. Are portable fire extinguishers fully charged, and do their tags confirm annual inspection?
			28. Are all exits unobstructed?
			29. Are cabinets, furniture, and equipment taller than 4 feet braced or anchored?
			30. Are all drive belts and other rotating equipment properly guarded to prevent entanglement?
			31. Is equipment operating at reduced or elevated pressure properly guarded?
			32. Is a minimum of 18" vertical clearance maintained from fire sprinkler heads (e.g., over shelves)?
			33. Is the emergency propane gas shut off unobstructed?

