

General H&S Inspection Checklist

Area being inspected: _____

Date of Inspection: _____

Inspection Team: _____

1. Basic PPE

	Available?	Good Condition?	Being Worn?
Lab Coats			
Gloves			
Safety Glasses			

- Type of gloves in use? _____ Latex / Nitrile / Both
 - If both, estimate split:
 - Notes:
-

2. Safety Notice Board

- Does it exist? _____ Yes / No
 - Is the information up to date? _____ Yes / No
 - Is the H&S Portfolio on display? _____ Yes / No
 - Is a list of First Aiders on display? _____ Yes / No
 - Are certificates of Authorisation & Registration on display? _____ Yes / No
 - Notes:
-

3. Safety Signage/Information Notices

- Up to date? _____ Yes / No
 - In good condition? _____ Yes / No
 - Clearly visible? _____ Yes / No
 - Are there any unnecessary or outdated signs/notices? _____ Yes / No
 - If yes, point them out to the Lab Manager.
 - Notes:
-

4. Housekeeping

- Is the area generally clean & tidy? Yes / No
 - Are there any obvious slip or trip hazards? Yes / No
 - Notes:
-

5. Spill Trolley

- Easily located? Yes / No
 - Fully stocked? Yes / No
 - Are there any old items that need replacing? Yes / No
 - If yes, inform Lab Manager.
 - Notes:
-

6. First Aid Kit

- Easily located? Yes / No
 - Up to date list of First Aiders in lid? Yes / No
 - Fully stocked? Yes / No
 - Are there any old items that need replacing? Yes / No
 - If yes, inform First Aider.
 - Notes:
-

7. Fire

- Are fire exits clear of obstruction? Yes / No
 - Are fire blankets/extinguishers prominently placed and easily accessed? Yes / No
 - Is there evidence of ignition sources being used in close proximity to flammables or readily combustible material? Yes / No
 - Notes:
-

8. Emergency Showers, Including Eyewash

- Are the eyewash showers clean? Yes / No
 - Are the eyewash showers fully functional? Yes / No
 - If there are no eyewash showers is there a suitable alternative? Yes / No
 - Is there an emergency shower in the area? Yes / No
 - If no, where is the nearest shower:
 - Is the emergency shower fully functional? Yes / No
 - Other comments:
-

9. Safe Storage

- Are any items stored at height? Yes / No
 - If yes, is storage appropriate? Yes / No
 - If yes, is a step ladder available? Yes / No
 - Is the main chemical storage area clean & tidy? Yes / No
 - Are chemicals stored in the lab bays clearly labelled? Yes / No
 - Are all flammables kept in a flame-proof cabinet? Yes / No
 - Are incompatibles kept separate? Yes / No
 - Are potent CMRs* & other toxins kept in a locked store? Yes / No
(*CMRs: carcinogens, mutagens and reproductive toxins.)
 - Notes:
-

10. Fume Hoods

- Are the "monthly check" stickers up to date? Yes / No
 - Are the hoods clean & tidy? Yes / No
 - Are the hoods used for essential storage only? Yes / No
 - Are the cabinets below the hoods clean & tidy? Yes / No
 - Are the cabinets below the hoods adequately ventilated? Yes / No
 - Are the cabinets below the hoods being used appropriately? Yes / No
 - Notes:
-

11. Waste Disposal

- Is there evidence of inappropriate use of:
 - o Trace chemical waste bins (blue bags)? Yes / No
 - o Sharps bins? Yes / No
 - o Non-contaminated waste bins (black bag)? Yes / No
 - o Aspirators? Yes / No
 - o Solid autoclavable waste bins? Yes / No
 - o Disposable pipette bins? Yes / No
 - o Cardboard bins? Yes / No
 - o Waste catalogue sacks? Yes / No
 - o Recycling bins? Yes / No
 - Notes:
-

12. Eating/Drinking Arrangements

- Is there evidence of eating/drinking in the lab? Yes / No
 - Is there evidence of eating/drinking in the writing rooms? Yes / No
 - Notes:
-

13. Electrical/Equipment Safety

- Has portable electrical equipment been PAT tested? Yes / No
 - o If yes, state the retest date:
 - Are there any obvious examples of poor electrical safety/unsafe equipment? Yes / No
 - Notes:
-

14. Manual Handling

- Are any unusual manual handling hazards evident? Yes / No
 - o If yes, are adequate controls in place? Yes / No
- Notes: