

# General H&S Inspection Checklist

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Area being inspected: JBC Floor 1

Date of Inspection: 12/05/10

Inspection Team: H&SWG

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## 1. Basic PPE

- Lab coats being worn? [Yes](#)
  - Type of gloves in use? [Nitrile](#)
  - Further observations on PPE:
    - i. [Safety glasses worn as a matter of course.](#)
    - ii. [Consistently good level of compliance with lab coat policy.](#)
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## 2. Safety Notice Board

- Does it exist? [Yes](#)
  - Is the information up to date? [Yes](#)
  - Is the H&S Policy on display? [Yes](#)
  - Is a list of First Aiders on display? [Yes](#)
  - Are certificates of Authorisation & Registration on display? [Yes](#)
  - Notes/Actions:
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## 3. Safety Signage/Information Notices

- Are there any outdated, obstructed or unclear signs/notices? [No](#)
  - Notes/Actions:
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## 4. Housekeeping

- Is the area generally clean & tidy? [Yes – see below](#)
  - Are there any obvious slip or trip hazards? [Yes – see below](#)
  - Notes/Actions:
    - i. [Several cardboard boxes in aisles on the north side \(see pic1\). Probably temporary.](#)
    - ii. [Large bag of tip boxes creating a trip hazard. Lab Manager to ensure tip boxes for recycling are safely stowed in future \(see pic2\).](#)
    - iii. [Phone next to sink covered in splashes \(see pic3\). Lab Manager to remove or relocate phone.](#)
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## 5. Spill Trolley

- Easily located? [Yes](#)

- Fully stocked? [Yes](#)
  - SOPs available? [Yes](#)
  - Notes/Actions:
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## 6. First Aid Kit

- Easily located? [Yes](#)
  - Up to date list of First Aiders in lid? [Yes](#)
  - Fully stocked? [Yes](#)
  - Notes/Actions:
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## 7. Fire

- Are fire exits clear of obstruction? [Yes](#)
  - Can all fire blankets/extinguishers be easily accessed? [No – see below](#)
  - Is there evidence of ignition sources being used in close proximity to flammables or readily combustible material? [No](#)
  - Notes/Actions:
    - On the south side of the lab, some sort of mounting board or false wall is required to bring the extinguishers forward (see pic4). Lab Manager to action.
    - On the north side of the lab, racks are stored next to the extinguishers (see pic5). Lab Manager to ensure extinguishers are not obstructed in any way.
    - Doors leading from the central lab area do not have fire exit signs above them. Lab manager to put in order to E&B.
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## 8. Emergency Showers, Including Eyewash

- Are the eyewash showers being cleaned/checked on a weekly basis? [Yes](#)
  - If there are no eyewash showers is there a suitable alternative? [N/A](#)
  - Where is the nearest full body shower? [Far east end, outside toilets](#)
  - Is this shower clean and easily accessible? [Yes](#)
  - Notes/Actions:
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## 9. Safe Storage

- Are any items stored at height? [Yes](#)
  - If yes, any obvious unsafe storage? [See below](#)
  - If yes, is a step ladder or kickstool available? [Yes](#)
- Is the main chemical storage area clean & tidy? [Yes](#)
- Are stocks of flammables kept in flame-proof cabinets? [Yes](#)
- Are incompatibles kept separate? [See below](#)
- Are highly dangerous substances\* kept in a locked store? [See below](#)  
(\*highly dangerous substances: as defined in Safety Services policy.)
- Notes/Actions:
  - See pic6. Review storage at height. Try to keep large glass items off high shelves.

*H&SWG to issue guidance on storage of incompatible chemicals to allow Lab Managers to check if chemicals in their area are properly segregated.*

*The storage of CMRs and other toxins will be reviewed as part of the Highly Dangerous Substances policy implementation process and secure stores put in place accordingly.*

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## **10. Fume Hoods**

- Are the "monthly check" stickers up to date? [Yes; checks are done weekly on JBC1](#)
  - Are the hoods clean & tidy? [See below](#)
  - Are the cabinets under the hoods clean & tidy? [Yes](#)
  - Notes/Actions:
    - i. Several hoods are very crowded.
    - ii. One hood in particular was very messy (see pic 7). This is unacceptable and needs to be addressed at the next Divisional meeting.
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## **11. Waste Disposal**

- Is there evidence of inappropriate use of any waste receptacles? [No](#)
  - Notes/Actions:
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## **12. Eating/Drinking Arrangements**

- Is there any evidence of eating/drinking in laboratory areas? [Yes; see below](#)
- Notes/Actions:

[See pic8. Pls to remind group members that eating/drinking in lab is not permitted.](#)

*Eating/drinking in the writing rooms is permitted if they are designated and treated strictly as office areas.*

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## **13. Electrical/Equipment Safety**

- Has portable electrical equipment been PAT tested? [Yes](#)
    - o If yes, when: 2005/2006
  - Are there any obvious examples of poor electrical safety/unsafe equipment? [No](#)
  - Notes/Actions:
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## **14. Manual Handling**

- Are any unusual manual handling hazards evident? [No](#)
    - o If yes, are adequate controls in place? [N/A](#)
  - Notes/Actions:
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## 15. UV Sources

- Are potential UV hazards clearly signed? [See below](#)
  - Does the equipment appear to be well maintained? [See below](#)
  - Is a risk assessment/SOP readily available? [See below](#)
  - If required, is the necessary PPE available and in good condition? [Yes](#)
  - Notes/Actions:
    - i. Risk assessment and SOP has been issued to all personnel. H&SWG recommends that SOP is also posted next to equipment.
    - ii. Lab Manager to ensure UV warning signs are of adequate size/clearly visible at each UV station (see pic9).
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## 16. Compressed Gas Cylinders

- Are compressed gas cylinders properly restrained? [See below](#)
  - Can the replacement date of the pressure regulators be determined? [See below](#)
    - If yes, record date:
  - Is there any evidence of the regulators being checked/inspected annually? [See below](#)
  - Are there any visible signs of damage, wear & tear, etc? [No](#)
  - Have the users attended a relevant training course? [Lab Manager to confirm](#)
  - Notes/Actions:
    - i. On the north side of the lab, a cylinder restraint was very loosely tied (see pic10). End user to address asap.
    - ii. Speck & Burke have provided an inventory of all gas manifolds and pressure regulators. Inspection/servicing of gas manifolds is being dealt with by the H&SWG. Lab managers have been furnished with a list of all portable pressure regulators that are due to be replaced.
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## 17. Other Observations and Photographic Evidence

pic1



pic2





pic3



pic4



pic5



Pic6



Pic7



Pic8





Pic9



Pic10

