

# General H&S Inspection Checklist

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Area being inspected: JBC Floor 2

Date of Inspection: 16/09/09

Inspection Team: H&SWG

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## 1. Basic PPE

- Lab Coats
    - Scored 80% in latest lab coat policy compliance check.
  - Gloves
    - Mixture of latex and nitrile in use. Lab Manager and H&S Information Officer have discussed this previously. Latex is preferred by some workers due to increased dexterity, grip and comfort.
  - Safety Glasses
    - Group did not observe any workers wearing safety glasses but they are readily available when required.
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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
  - Action/Notes:  
*Notice Board very orderly and well maintained.*
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## 3. Safety Signage/Information Notices

- Up to date? Yes
  - In good condition? Yes
  - Clearly visible? Yes
  - Are there any unnecessary or outdated signs/notices? No
    - If yes, point them out to the Lab Manager.
  - Action/Notes:  
*Signage and information notices very orderly and well maintained.*
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## 4. Housekeeping

- Is the area generally clean & tidy? Reasonably
  - Are there any obvious slip or trip hazards? No
  - Action/Notes:
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## 5. Spill Trolley

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

- Easily located? Yes
  - Up to date list of First Aiders in lid? See below
  - Fully stocked? Yes
  - Are there any old items that need replacing? No
    - If yes, inform First Aider.
  - Action/Notes:  
*No list of First Aiders in kit on south side above radioactive waste sink. Local First Aider to ensure all First Aid kits contain an up to date list of First Aiders.*
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## 7. Fire

- Are fire exits clear of obstruction? Yes
  - Are fire blankets/extinguishers prominently placed and easily accessed? Yes
  - Is there evidence of ignition sources being used in close proximity to flammables or readily combustible material? Not at time of inspection
  - Action/Notes:
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## 8. Emergency Showers, Including Eyewash

- Are the eyewash showers clean? Yes
  - Are the eyewash showers fully functional? Yes
  - If there are no eyewash showers is there a suitable alternative? N/A
  - Is there an emergency shower in the area? No
    - If no, where is the nearest shower: *JBC 1*
  - Is the emergency shower fully functional? Yes
  - Action/Notes:
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## 9. Safe Storage

- Are any items stored at height? Yes
  - If yes, is storage appropriate? See below
  - If yes, is a step ladder available? kicksteps
- Is the main chemical storage area clean & tidy? Yes
- Are chemicals stored in the lab bays clearly labelled? See below
- Are all flammables kept in a flame-proof cabinet? Yes

- Are incompatibles kept separate? See below
- Are potent CMRs\* & other toxins kept in a locked store? See below  
(\*CMRs: carcinogens, mutagens and reproductive toxins.)

- Action/Notes:

*Several large, heavy items stored at height, e.g. unused water baths. If possible, only light weight items should be stored at height. Although, the inspectors acknowledge that because storage space is so limited this is not always possible. Lab Manager to consider.*

*A couple of squeeze bottles printed with 'Acetone' and the associated hazard warnings are in use, but the word 'Acetone' has been scored through. It was unclear as to what is actually in the bottles. All chemical containers should be clearly and properly labelled.*

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

*Once Safety Services issue the finalised Highly Dangerous Substances policy the storage of CMRs and other toxins will be reviewed across CLS and secure stores put in place accordingly.*

## 10. Fume Hoods

- Are the "monthly check" stickers up to date? Yes
- Are the hoods clean & tidy? Yes
- Are the hoods used for essential storage only? Yes
- Are the cabinets below the hoods clean & tidy? Yes
- Are the cabinets below the hoods adequately ventilated? Yes
- Are the cabinets below the hoods being used appropriately? Yes

- Action/Notes:

*Hoods are tidy and uncluttered – very commendable.*

*Phenol CHA is on display in the fume hood where it is used – very commendable.*

## 11. Waste Disposal

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

- Action/Notes:

## 12. Eating/Drinking Arrangements

- Is there evidence of eating/drinking in the lab? No

- Is there evidence of eating/drinking in the writing rooms? See below
  - Action/Notes:  
*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
    - If yes, state the test date: 2005/2006
  - Are there any obvious examples of poor electrical safety/unsafe equipment? See below
  - Action/Notes:  
*An empty water bath had been left switched on at the plug. Electrical equipment that is not in use must be switched off at the plug or completely unplugged.*  
*Note: frequency of PAT is decided by the PAT technician is is entirely their responsibility.*
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### **14. Manual Handling**

- Are any unusual manual handling hazards evident? No
    - If yes, are adequate controls in place? N/A
  - Action/Notes:
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### **15. Other Observations, Actions and Notes**

- *Lab Manager to advise research staff to store sharps, e.g. scalpels, safely when not in use.*
- *PEG 300 used for the treatment of phenol burns should be very clearly labelled as such. H&SWG to produce a standard label and make it available to all Lab Managers/First Aiders.*
- *Key microwave safety measures are posted on the microwave door – very commendable.*
- *LG to email latest version of H&S Policy to Lab Managers.*