

General H&S Inspection Checklist

Area being inspected: JBC Floor 2

Date of Inspection: 12/05/10

Inspection Team: H&SWG

1. Basic PPE

- Lab coats being worn? [Yes](#)
 - Type of gloves in use? [Nitrile & Latex](#)
 - Further observations on PPE:
 - [Personnel aware of policy on latex gloves.](#)
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2. Safety Notice Board

- Does it exist? [Yes](#)
 - Is the information up to date? [See below](#)
 - 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:
 - [List of RPSs is out of date. Lab Manager to replace with up to date version.](#)
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3. Safety Signage/Information Notices

- Are there any outdated, obstructed or unclear signs/notices? [As above](#)
 - Notes/Actions:
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4. Housekeeping

- Is the area generally clean & tidy? [Reasonably](#)
 - Are there any obvious slip or trip hazards? [No](#)
 - Notes/Actions:
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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 [Yes but out of date](#)
 - Fully stocked? [Yes](#)
 - Notes/Actions:
[Lab Manager to replace First Aiders list with up to date version.](#)
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7. Fire

- Are fire exits clear of obstruction? [Yes](#)
 - Can all fire blankets/extinguishers be easily accessed? [See below](#)
 - Is there evidence of ignition sources being used in close proximity to flammables or readily combustible material? [No](#)
 - Notes/Actions:
 - [Trolley positioned in front of extinguishers on south side – see pic1. Trolley to be relocated by Lab Manager.](#)
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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? [JBC Floor 1](#)
 - Is this shower clean and easily accessible? [Yes](#)
 - Notes/Actions:
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9. Safe Storage

- Are any items stored at height? [Some](#)
 - If yes, any obvious unsafe storage? [See below](#)
 - If yes, is a step ladder or kickstool available? [Kickstool](#)
- Is the main chemical storage area clean & tidy? [Reasonably](#)
- 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:

[Some large items stored at height and extending over edge of shelf – see pic2. Acceptable only if items are hardly ever used and completely stable. Lab Manager to confirm.](#)

[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.](#)

10. Fume Hoods

- Are the "monthly check" stickers up to date? [Yes](#)
 - Are the hoods clean & tidy? [Yes](#)
 - Are the cabinets under the hoods clean & tidy? [Yes](#)
 - Notes/Actions:
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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? [No](#)
 - Notes/Actions:
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13. Electrical/Equipment Safety

- Has portable electrical equipment been PAT tested? [Some](#)
 - If yes, when: [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](#)
 - If yes, are adequate controls in place? [N/A](#)
 - Notes/Actions:
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15. UV Sources

- Are potential UV hazards clearly signed? [Yes](#)
 - Does the equipment appear to be well maintained? [Yes](#)
 - Is a risk assessment/SOP readily available? [Yes](#)
 - If required, is the necessary PPE available and in good condition? [See below](#)
 - Notes/Actions:
 - i. [See pic3. UV visor needs to be cleaned or replaced with new.](#)
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16. Compressed Gas Cylinders

- Are compressed gas cylinders properly restrained? [Yes](#)

- Can the replacement date of the pressure regulators be determined? [See Speck & Burke inventory Nov 2010](#)
 - If yes, record date:
 - Is there any evidence of the regulators being checked/inspected annually? [No](#)
 - 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:
[Lab Manager to inform relevant group leader\(s\) that any regulators passed their expiry date should be replaced.](#)
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17. Other Observations

- [Relevant person\(s\) to consider replacing glass aspirator flasks used in the open lab with plastic, if plastic is compatible with the liquids being aspirated.](#)
 - [SOP on microwave is ripped. Lab Manager to replace with fresh copy.](#)
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18. Photographic Evidence

pic1



pic2



pic3

