

General H&S Inspection Report

Area being inspected: JBC Floor M

Date of Inspection: 2/7/08

Inspection Team: H&SWG

Date Report Issued: 15/9/08

1. Basic PPE

	Available?	Good Condition?	Being Worn?
Lab Coats	✓	✓	By most lab staff at time of visit
Gloves	✓	✓	When required
Safety Glasses	✓	✓	Not at time of visit

- Type of gloves in use? Both
 - o If both, estimate split: Mainly nitrile.
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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
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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 - Are there any unnecessary or outdated signs/notices? Yes
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4. Housekeeping

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

There are several containers/boxes stored by the main lab door at the west end on the south side. Any items that do not have to be stored here should be relocated. [Lab Manager]
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5. Spill Trolley

- Easily located? Yes
 - Fully stocked? Yes
 - Are there any old items that need replacing? No
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6. First Aid Kit

- Easily located? Yes
 - Up to date list of First Aiders in lid? Yes
 - Fully stocked? Yes
 - Are there any old items that need replacing? No
 - Action:
Signs showing location of First Aid kit to be posted on notice boards. [Lab Manager]
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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 visit
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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? Yes, off Atrium
 - o If no, where is the nearest shower:
 - Is the emergency shower fully functional? Yes
 - Action:
Eyewash checklist to be issued. [H&SWG]
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9. Safe Storage

- Are any items stored at height? Yes; some due to lack of space
 - o If yes, is storage appropriate? See Action
 - o If yes, is a step ladder available? Yes
- Is the main chemical storage area clean & tidy? Yes
- Are chemicals stored in the lab bays clearly labelled? Yes
- Are all flammables kept in a flame-proof cabinet? Yes
- Are incompatibles kept separate? Yes
- Are potent CMRs* & other toxins kept in a locked store? No, but no Schedule 5 or other controlled substances in use.

(*CMRs: carcinogens, mutagens and reproductive toxins.)

- Action:
Relocate glass items to lower shelves if possible. [Lab Manager]
Clarify policy on secure storage of CMRs and other toxins. [H&SWG]

10. Fume Hoods

- Are the "monthly check" stickers up to date? Yes
- Are the hoods clean & tidy? Quite full but due to be emptied.
- 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
- Notes:
Posting instructions for labelling of waste on hood is a very good idea.

11. Waste Disposal

- Is there evidence of inappropriate use of:
 - o Trace chemical waste bins (blue bags)? No
 - o Sharps bins? No
 - o Non-contaminated waste bins (black bag)? No
 - o Aspirators? No
 - o Solid autoclavable waste bins? No
 - o Disposable pipette bins? No
 - o Cardboard bins? No
 - o Waste catalogue sacks? No
 - o Recycling bins? No
- Action:
Old bottles/containers on floor beside fume hood on north side should be disposed of if not required. [Lab manager]

12. Eating/Drinking Arrangements

- Is there evidence of eating/drinking in the lab? Not at time of visit
- Is there evidence of eating/drinking in the writing rooms? Not at time of visit

13. Electrical/Equipment Safety

- Has portable electrical equipment been PAT tested? Yes
 - o If yes, state the test date: November 2006
- Are there any obvious examples of poor electrical safety/unsafe equipment? No

14. Manual Handling

- Are any unusual manual handling hazards evident? Yes; 25l drums of fix/developer
 - If yes, are adequate controls in place? Yes; see below
 - Action:
Ensure fix/developer waste drums are removed before they become more than half full. [Lab Manager]
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15. Other Comments/Actions

- Data sheet and SOP to be supplied for helium cylinder kept by fume hood on north side. [LG]
- Ensure glass pasteurs attached to aspirators etc. are not in a position where someone could easily come into contact with them. [Lab Manager]