

# General H&S Inspection Checklist

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Area being inspected: JBC Floor M

Date of Inspection: 13/05/10

Inspection Team: H&SWG

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## 1. Basic PPE

- Lab coats being worn? [By a few lab workers only](#)
  - Type of gloves in use? [Nitrile](#)
  - Further observations on PPE:
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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[List of RPSs is out of date.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- Are there any outdated, obstructed or unclear signs/notices? [No](#)
  - 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 [Yes but out of date](#)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 – 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 or WTB atrium](#)
  - 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? [Yes](#)
- Is the main chemical storage area clean & tidy [Reasonably](#)
- Are stocks of flammables kept in flame-proof cabinets? [See below](#)
- 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:
  - [Several duran bottles are stored at height – see pic2. Not ideal. Relocate to lower shelf if possible.](#)
  - [25l solvent drums stored outwith flammables cupboard – see pic 3. H&SWG to check with University Fire Safety Adviser as to whether this is acceptable.](#)

[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](#)
  - Are the hoods clean & tidy? [Reasonably](#)
  - Are the cabinets under the hoods clean & tidy? [Reasonably](#)
  - Notes/Actions:
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## 11. Waste Disposal

- Is there evidence of inappropriate use of any waste receptacles? [Yes – see below](#)
  - Notes/Actions:
    - i. [Multipette type tip in black bag waste bin – see pic4. Lab Manager to remind staff not to dispose of pipette tips into black bags.](#)
    - ii. [Overfull sharpsafes without lids in fume hood on north side – see pic5. Lab Manager to remind staff not to overfill sharpsafes and to assemble container, i.e. attach lid, before use.](#)
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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](#)
    - o [If yes, when: 2004/2006/2007](#)
  - 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? [None observed](#)
  - Does the equipment appear to be well maintained? [""](#)
  - Is a risk assessment/SOP readily available? [""](#)
  - If required, is the necessary PPE available and in good condition? [""](#)
  - Notes/Actions:
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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

- Could not identify equipment shown in pic6. Lab Manager to clarify.
  - No SOP on display at microwave on north side of floor. Lab Manager to post SOP.
  - Hand-washing poster by sink on north side of floor to be replaced.
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## 18. Photographic Evidence

pic1



pic2



pic3



pic4



pic5



pic6

