

General H&S Inspection Checklist

Area being inspected: MSI 2nd Floor

Date of Inspection: 24/3/2010

Inspection Team: H&SWG

1. Basic PPE

- Lab coats being worn? [Yes; 100% compliance](#)
 - 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? [Yes](#)
 - Is the H&S Policy on display? [Yes](#)
 - Is a list of First Aiders on display? [Lab Manager to check that list is up to date](#)
 - Are certificates of Authorisation & Registration on display? [Yes](#)
 - Notes:
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3. Safety Signage/Information Notices

- Are there any outdated, obstructed or unclear signs/notices? [No](#)
 - Notes:
[Signage is very clear and consistent.](#)
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4. Housekeeping

- Is the area generally clean & tidy? [Yes, very](#)
 - Are there any obvious slip or trip hazards? [No](#)
 - Notes:
[Excellent standard of tidiness/cleanliness.](#)
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5. Spill Trolley

- Easily located? [Yes](#)
- Fully stocked? [Yes](#)
- SOPs available? [Yes](#)
- Notes:
[IB to supply an additional First Aid Kit for the Spill Trolley.](#)

6. First Aid Kit

- Easily located? [Yes](#)
 - Up to date list of First Aiders in lid [Lab Manager to check that list is up to date](#)
 - Fully stocked? [Yes](#)
 - Notes:
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7. Fire

- Are fire exits clear of obstruction? [Yes](#)
 - Can all fire blankets/extinguishers be easily accessed? [Yes](#)
 - Is there evidence of ignition sources being used in close proximity to flammables or readily combustible material? [No](#)
 - Notes:
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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? [WTB 2 Atrium](#)
- Is this shower clean and easily accessible? [See below](#)
- Notes:

[Cleanliness of the full body showers has recently been addressed.](#)

9. Safe Storage

- Are any items stored at height? [Yes](#)
 - If yes, any obvious unsafe storage? [Some large glass items stored at height*](#)
 - If yes, is a step ladder or kickstool available? [Kickstool is available](#)
- 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:

[*See photo 1 on page 5. Consider reorganising shelves. Take great care when moving items from the top 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.](#)

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:
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11. Waste Disposal

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

- Is there any evidence of eating/drinking in laboratory areas? [No](#)
- Notes:

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

13. Electrical/Equipment Safety

- Has portable electrical equipment been PAT tested? [Some](#)
 - If yes, when: [2007](#)
 - Are there any obvious examples of poor electrical safety/unsafe equipment? [No](#)
 - Notes:
[Lab Manager to ensure portable appliances that have not been tested are done during the next round.](#)
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14. Manual Handling

- Are any unusual manual handling hazards evident? [Yes](#)
 - If yes, are adequate controls in place? [See below](#)
 - Notes:
[See Photo 2 on page 5. At least two of the largest containers were filled with liquid. These will be very heavy and anyone attempting to lift them runs the risk of back and/or upper limb injury. Heavy items should be stored at bench height where they can be moved onto a trolley for transport without any vertical lifting. Consider using smaller vessels.](#)
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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? [See below](#)

- Notes:
According to the 2010 UV Inventory there are several UV sources on MSI 2. Lab Manager was not on hand at the time of the inspection to indicate their location. Lab Manager to ensure that, where appropriate, the requirements identified above are fulfilled.

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? [See below](#)
- Have the users attended a relevant training course? [See below](#)
- Notes:

There are two nitrogen cylinders, one helium cylinder, one hydrogen cylinder and one acetylene cylinder on MSI 2, all suitably restrained. Flashback arrestors have been fitted to the hydrogen and acetylene cylinders – good. Relevant SOPs are available – good. The regulators on the nitrogen, hydrogen and acetylene cylinders are all within their ‘replace by’ dates - excellent The ‘replace by’ date on the helium cylinder could not be determined.

Gas regulators that are passed their ‘replace by dates’ and no longer in use should be disposed of to the small equipment cage.

We have heard reports of Fire Brigades refusing to enter premises if there is a confirmed fire in the immediate vicinity of an acetylene cylinder. For this reason, if the acetylene cylinder is not required for extended periods of time, i.e. weeks or months, it should be returned to Stores and kept in the cage outside the building until it is next required.

Lab Manager to confirm that policy and guidance on use of compressed gas cylinders (available on the H&S web site) is being followed.

17. Other Observations

1. There are two out of date ‘checks on LEV’ stickers next to extraction systems in the main equipment room – see Photo 3 on page 5. Lab Manager to confirm if these systems are still being tested, at what frequency and by whom.
2. Used glass pasteurs are being deposited into a beaker by the pH meter – see Photo 4. Consider disposing of them directly into a Sharpsafe to minimise handing of waste sharps and keep them safely contained.
3. There was an SOP posted by the microwave but no heat protective gloves were in evidence at the time of the inspection. Lab Manager to ensure heat protective gloves are available.
4. Some mercury thermometers are in use. These should be phased out and replaced with non-mercury thermometers.

Photo 1: Item stored at height



Photo 2: Heavy vessels stored on cold room floor



Photo 3: LEV with out of date log sheet



Photo 4: Used sharps in beaker

