

# General H&S Inspection Checklist

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Area being inspected: MSI 3<sup>rd</sup> Floor

Date of Inspection: 10/3/2010

Inspection Team: H&SWG

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## 1. Basic PPE

- Lab coats being worn? [General lab yes, but not in the CL2 TC Suite](#)
  - Type of gloves in use? [Nitrile](#)
  - Further observations on PPE:  
[Lab manager to remind staff that blue lab coats must be worn in TC.](#)
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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? [No](#)
  - Notes:  
[RPS to post certificates of Authorisation & Registration on the H&S notice board.](#)
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## 3. Safety Signage/Information Notices

- Are there any outdated, obstructed or unclear signs/notices? [See below](#)
  - Notes:  
[Generally, all ok, apart from the cupboard under the fume hood in the equipment room being wrongly labelled.](#)
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## 4. Housekeeping

- Is the area generally clean & tidy? [Yes](#)
  - Are there any obvious slip or trip hazards? [No](#)
  - Notes:
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## 5. Spill Trolley

- Easily located? [Yes](#)
- Fully stocked? [Yes](#)

- SOPs available? [Yes](#)
  - Notes:
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## 6. First Aid Kit

- Easily located? [Yes](#)
  - Up to date list of First Aiders in lid? [Yes](#)
  - 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? [See below](#)
- If there are no eyewash showers is there a suitable alternative? [N/A](#)
- Where is the nearest full body shower? [WTB M Atrium](#)
- Is this shower clean and easily accessible? [See below](#)
- Notes:

[Eyewash showers in the general lab are being done weekly but the one in TC is not. Lab Manager to arrange for weekly rinsing.](#)

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

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## 9. Safe Storage

- Are any items stored at height? [Yes](#)
  - If yes, any obvious unsafe storage? [Some glass bottles/flasks 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.](#)

[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? [See below](#)
  - Are the cabinets under the hoods clean & tidy? [Yes](#)
  - Notes:  

The fume hoods in the DVA lab area are packed full of equipment. Such overcrowding may compromise containment. Ideally, additional fume hood space should be allocated. Consider using the fume hood in the central equipment room. This would still leave the hood at the east end of the lab for general use.
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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.*

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## 13. Electrical/Equipment Safety

- Has portable electrical equipment been PAT tested? [Some](#)
    - If yes, when: [2007, 2009](#)
  - Are there any obvious examples of poor electrical safety/unsafe equipment? [No](#)
  - Notes:
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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:
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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 in the DVA lab area. 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.
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## **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 air cylinders and one argon cylinder within the DVA lab area, all suitably restrained. The regulators on the air cylinders are both passed their 'replace by' dates. Regulator on the argon cylinder is in date.

There are two CO<sub>2</sub> cylinders in the KGS lab area, in room 3.33. Neither cylinder is properly restrained – see photo 2 on page 5. Lab Manager to rectify. Regulators are in date.

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

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## **17. Other Observations**

1. Relevant SOP (number 58) should be posted next to the microwave oven and heat protective gloves made available.
2. RPE should not be stored in the Dark Room in an open bag. The filters will continually absorb contaminants from the air and this can shorten the useful life of the mask. Keep the mask in a sealed bag or box.
3. The door to the CL<sub>2</sub> Tissue Culture Suite does not close properly. CL<sub>2</sub> facilities must be secure. Lab Manager to ask E&B to repair door lock.
4. See photo 3 on page 5. It is not advisable to leave pipettes with the tips on and protruding over the edge of the bench. Lab Manager to remind staff.

Photo 1: DVA Lab



Photo 2: KGS Lab, Room 3.33



Photo 3: KGS Lab, 3.33

