

# General H&S Inspection Checklist

---

Area being inspected: MSI 4<sup>th</sup> Floor

Date of Inspection: 10/3/2010

Inspection Team: H&SWG

---

## 1. Basic PPE

- Lab coats being worn? [Yes](#)
  - Type of gloves in use? [Nitrile](#)
  - Further observations on PPE:
- 

## 2. Safety Notice Board

- Does it exist? [Yes](#)
  - Is the information up to date? [Not all items](#)
  - Is the H&S Policy on display? [Yes, but old version](#)
  - Is a list of First Aiders on display? [Yes, but old version](#)
  - Are certificates of Authorisation & Registration on display? [No radioactive work in progress](#)
  - Notes:  
[Containment Level 1 and 2 SOPs may not be up to date. LG to send latest versions.](#)  
[Lab Manager to replace Policy and First Aiders list with those currently available on the H&S web site.](#)
- 

## 3. Safety Signage/Information Notices

- Are there any outdated, obstructed or unclear signs/notices? [No](#)
  - Notes:
- 

## 4. Housekeeping

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

## 5. Spill Trolley

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

- SOPs available? [Yes](#)
  - Notes:
- 

## 6. First Aid Kit

- Easily located? [Yes](#)
  - Up to date list of First Aiders in lid? [No; list is out of date](#)
  - Fully stocked? [Yes](#)
  - Notes:  
[Lab Manager to replace First Aiders list with latest version available on the H&S web site.](#)
- 

## 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? [See below](#)
- Notes:

[Bunsen burner was positioned very close to shelves dotted with post-it notes, but the burner was \*\*not\*\* in use at the time. Personnel should be referred to SOP 136 for advice on safe use of Bunsen burners.](#)

---

## 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 M Atrium](#)
  - Is this shower clean and easily accessible? [See below](#)
  - Notes:  
[Cleanliness of showers has recently been addressed. Need to be checked at regular intervals.](#)
- 

## 9. Safe Storage

- Are any items stored at height? [Yes](#)
  - If yes, any obvious unsafe storage? [Some glassware stored at height](#)
  - If yes, is a step ladder or kickstool available? [Yes; both are 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:

*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? [See below](#)
  - Are the cabinets under the hoods clean & tidy? [Yes, very](#)
  - Notes:  
[There was some spillage on the work tray of the fume hood at the west end of the lab. Lab Manager to ensure this is cleaned up. Consider using a spill tray or putting down bench-coat in future.](#)
- 

## **11. Waste Disposal**

- Is there evidence of inappropriate use of any waste receptacles? [No](#)
  - Notes:  
[Recommend getting a new bin for recyclable cardboard.](#)
- 

## **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: [dates vary, e.g. 2003, 2006](#)
  - Are there any obvious examples of poor electrical safety/unsafe equipment? [No](#)
  - Notes:  
[Some equipment from Ninewells was last tested by Medical Physics. Recommend that all equipment is tested this year if PAT Technician can accommodate.](#)
- 

## **14. Manual Handling**

- Are any unusual manual handling hazards evident? [No](#)

- o If yes, are adequate controls in place? [N/A](#)
  - Notes:
- 

### **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? [No](#)
- If required, is the necessary PPE available and in good condition? [N/A](#)
- Notes:

Enclosed imaging system with safety interlock to ensure UV is off when unit is open. Therefore, no visor is required. The risk assessment for working with UV sources (number 41) can be found in the RA Database. All users of UV equipment should read this assessment.

---

### **16. Compressed Gas Cylinders**

- Are compressed gas cylinders properly restrained? [See below](#)
- Can the replacement date of the pressure regulators be determined? [See below](#)
  - o 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:

CO2 cylinder supplying TC is on a fixed gas manifold system. This system is now inspected annually by an external contractor. End users do not operate the pressure gauge or change out the cylinder, therefore, training is not compulsory.

---

### **17. Other Observations**

1. Relevant SOP (number 58) should be posted next to the microwave oven.
2. An absorbent mat should be placed in front of the ice machine in case of spillage. Mats can be ordered from Bunzel. See IB for further details.