

# General H&S Inspection Checklist

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Area being inspected: JBC Floor 4, SCILLS

Date of Inspection: 30/09/09

Inspection Team: H&SWG

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## 1. Basic PPE

- Lab Coats
    - All staff were wearing them at the time of the inspection. Scored 50% in latest lab coat policy compliance check.
  - Gloves
    - Mixture of latex and nitrile in use. Latex is preferred by some workers due to increased dexterity, grip and comfort.
  - Safety Glasses
    - Group did not observe any workers wearing safety glasses but they are readily available when required.
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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
  - Action/Notes:  
*Notice Board very orderly and well maintained.*
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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  - Are there any unnecessary or outdated signs/notices? No
    - If yes, point them out to the Lab Manager.
  - Action/Notes:
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## 4. Housekeeping

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

- Easily located? Yes
  - Fully stocked? Yes
  - Are there any old items that need replacing? No
    - If yes, inform Lab Manager.
  - Action/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
  - Are there any old items that need replacing? No
    - If yes, inform First Aider.
  - Action/Notes:  
*Lab Manager to change sign on notice board to show correct location of First Aid kit.*
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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 inspection
  - Action/Notes:
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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? No
    - If no, where is the nearest shower: *JBC 1*
  - Is the emergency shower fully functional? Yes
  - Action/Notes:  
*Eyewash shower log s not filled in. Lab Manager to rectify.*
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## 9. Safe Storage

- Are any items stored at height? Yes
  - If yes, is storage appropriate? See below
  - 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? See below
  - Are potent CMRs\* & other toxins kept in a locked store? See below  
(\*CMRs: carcinogens, mutagens and reproductive toxins.)
  - Action/Notes:  
*5 litre glass flasks and an unused water baths stored on high shelves outside 4L6-220. If possible, only light weight items should be stored at height. Although, the inspectors acknowledge that because storage space is so limited this is not always possible. Lab Manager to consider.*  
  
*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? Yes
  - 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
  - Action/Notes:
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## 11. Waste Disposal

- Is there evidence of inappropriate use of:
    - Trace chemical waste bins (blue bags)? No
    - Sharps bins? See below
    - Non-contaminated waste bins (black bag)? No
    - Aspirators? No
    - Solid autoclavable waste bins? No
    - Disposable pipette bins? No
    - Cardboard bins? No
    - Waste catalogue sacks? No
    - Recycling bins? No
  - Action/Notes:  
*A couple of sharps bins had been overfilled and one was stored on a shelf, rather than at bench height, which is not ideal. Lab Manager to remind staff of correct procedures.*
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## 12. Eating/Drinking Arrangements

- Is there evidence of eating/drinking in the lab? No
- Is there evidence of eating/drinking in the writing rooms? See below
- Action/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? See below
    - If yes, state the test date:
  - Are there any obvious examples of poor electrical safety/unsafe equipment? No
  - Action/Notes:  
*New lab with mainly new equipment that does not require PAT yet. A few older items of equipment are dated 2005.*  
*Note: frequency of PAT is decided by the PAT technician and it is entirely their responsibility.*
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### **14. Manual Handling**

- Are any unusual manual handling hazards evident? No
    - If yes, are adequate controls in place? N/A
  - Action/Notes:
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### **15. Other Observations, Actions and Notes**

- *Microwave SOP is not on display and no heat protective gloves were available. **Lab Manager** to put in place ASAP.*
- *Oxygen depletion monitor to be reinstated by **LG** as soon as replacement battery arrives. [DONE]*
- *In bay 46-227 there was aspirator tubing with a yellow tip on the end and the tip was wedged between two shelves and pointing upwards. This is not ideal. Either remove the tip between uses or keep it where there is no likelihood of coming into contact with hands/arms.*