

# General H&S Inspection Report

**Area being inspected:** WTB Floor 1  
**Date of Inspection:** 28/03/06  
**Inspection Team:** SLS H&S Working Group

## 1. Basic PPE

	Available?	Good Condition?	Being Worn?
Lab Coats	Yes	Yes	Mostly
Gloves	Yes	Yes	Yes
Safety Glasses	Yes	Yes	Not at time of inspection

- Type of gloves in use? Latex / Nitrile / Both
  - If both, estimate split: Mostly latex.
- Notes:
  - Lab Manager talks about latex allergy at induction. Nitrile gloves are used for EtBr work.
  - A poster was covering the “Wear Lab Coats” sign.
- Recommendations:
  - Move poster to ensure “Wear Lab Coats” sign is clearly displayed. [Lab Manager; ASAP]
  - According to Safety Services’ policy, use of latex gloves must be justified by risk assessment. Ensure personnel are aware of this. Encourage use of nitrile. Raise awareness of glove related reactions. [H&SWG; end May 2006]
  - Remind personnel to wear safety glasses whenever there is a chance of spraying, splashing or aerosol formation and to consider the activities of those round about them. [H&SWG; summer 2006]

## 2. Safety Notice Board

- Does it exist? Yes / ~~No~~ ✓
- Is the information up to date? ~~Yes~~ / No ✗
- Is the H&S Portfolio on display? ~~Yes~~ / No ✗
- Is a list of First Aiders on display? Yes / ~~No~~ ✓
- Are certificates of Authorisation & Registration on display? Yes / ~~No~~ ✓
- Notes:
  - Up date was in progress.
  - Local rules and policy doc were on display – both were out of date.
- Recommendations:
  - Remove all out of date material and put copy of Portfolio on display. [Lab Manager; ASAP]
  - Issue guidance on what should be on an H&S notice board. [H&SWG; May 2006]

## 3. Safety Signage/Information Notices

- Up to date? Yes / ~~No~~ ✓
- In good condition? Yes / ~~No~~ ✓

- Clearly visible? Yes / ~~No~~✓
  - Are there any unnecessary or outdated signs/notices? Yes / ~~No~~✗
  - Notes:
    - o Following out of date signs were on the Hot Room door: old supervised area sign; BCMM emergency contacts; other RPSs' contact nos.
  - Recommendations:
    - o Remove out of date signs on Hot Room door. [Lab Manager; ASAP]
    - o Check latest version of microwave oven SOP is on display.
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#### 4. Housekeeping

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

- Easily located? Yes / ~~No~~✓
  - Fully stocked? Yes / ~~No~~✓
  - Are there any old items that need replacing? ~~Yes~~ / No✓
  - Notes:
    - o Old Spill Trolley still present.
  - Recommendations:
    - o Clear out and remove old spill trolley. [Lab Manager; ASAP]
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#### 6. First Aid Kit

- Easily located? Yes / ~~No~~✓
  - Up to date list of First Aiders in lid? Yes / ~~No~~✓
  - Fully stocked? Yes / ~~No~~✓
  - Are there any old items that need replacing? ~~Yes~~ / No✓
  - Notes:
    - o 2 kits on south side; 1 on north side; 1 in Lab Manager's office – more than adequate.
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#### 7. Fire

- Are fire exits clear of obstruction? Yes / ~~No~~✓
- Are fire blankets/extinguishers prominently placed and easily accessed? Yes / ~~No~~✓
- Is there evidence of ignition sources being used in close proximity to flammables or readily combustible material? ~~Yes~~ / No✓
- Notes:
- Recommendations:
  - o Remind all personnel about the dangers of using ignition sources close to flammable solvents, shelves covered in post-it notes, stacks of paper, etc. [H&SWG; summer 2006]

## 8. Emergency Showers, Including Eyewash

- Are the eyewash showers clean? Reasonably Yes / ~~No~~ ✓
- Are the eyewash showers fully functional? Yes / ~~No~~ ✓
- If there are no eyewash showers is there a suitable alternative? N/A
- Is there an emergency shower in the area? Yes / ~~No~~ ✓
- Is the emergency shower fully functional? Cannot test ✗
- Notes:
  - Eyewash showers are regularly flushed but dust still evident in the rubber cups.
  - Emergency shower is very badly site. Testing it would flood the middle of the main walkway on the south side and get electrical equipment wet.
- Recommendations:
  - Ask Above Floor Cleaner to take on duty of cleaning/flushing eyewash showers once per week. [H&SWG; ASAP]
  - Instruct personnel to use emergency shower only as an absolute last resort and to use shower off atrium on WTB 2 or eyewash shower instead. [H&SWG; summer 2006]

## 9. Safe Storage

- Are any items stored at height? Yes / ~~No~~
  - If yes, is storage appropriate? Not in all cases ~~Yes~~ / No ✗
  - If yes, is a step ladder available? Yes / ~~No~~ ✓
- Is the main chemical storage area clean & tidy? Yes / ~~No~~ ✓
- Are chemicals stored in the lab bays clearly labelled? Mostly Yes / ~~No~~ ✓
- Are all flammables kept in a flame-proof cabinet? Main stocks Yes / ~~No~~ ✓
- Are incompatibles kept separate? To some degree Yes / No ?
- Are potent CMRs\* & other toxins kept in a locked store? ~~Yes~~ / No ✗  
(\*CMRs: carcinogens, mutagens and reproductive toxins.)
- Notes:
  - Some personnel are storing bottles of solutions on high shelves.
  - Microwave oven and bench-top centrifuge – neither in use – stored on highest shelf: manual handling risk.
  - Lots of empty boxes stored on shelves.
  - Some knee-holes stacked full.
- Recommendations:
  - Remind personnel that it is safer to store bottles of solutions below eye level. [Lab Manager; ASAP]
  - If microwave and centrifuge are broken/unwanted, get rid of them. If they have to be kept, store them at a lower height. [Lab Manager; ASAP]
  - Dispose of any empty boxes that are not essential. [Lab Manager; ASAP]
  - Clear knee-holes if people are sitting at these places. [Lab Manager; ASAP]
  - Issue guidance on safe storage of incompatible chemicals and potent CMRs and other toxins . [H&SWG; summer 2006]

## 10. Fume Hoods

- Are the "monthly check" stickers up to date? Yes / ~~No~~ ✓
  - Are the hoods clean & tidy? ~~Yes~~ / No ✗
  - Are the hoods used for essential storage only? ~~Yes~~ / No ✗
  - Are the cabinets below the hoods clean & tidy? Mostly Yes / ~~No~~ ✓
  - Are the cabinets below the hoods adequately ventilated? Yes / ~~No~~ ✓
  - Are the cabinets below the hoods being used appropriately? Mostly Yes / ~~No~~ ✓
  - Notes:
    - Hoods are heavily used therefore very cluttered and hard to keep tidy. Note - degree of containment decreases as clutter in the hood increases.
    - Lot of corrosion in the acids cabinet.
    - Old, unused items from Dave Parkin era stored in one cabinet.
    - All sashes at full height even though hoods were not in use – not very energy efficient.
  - Recommendations:
    - Advise personnel to remove non-essential items from hoods and give them a general tidy. [Lab Manager; ASAP]
    - Clear out any unused/unwanted material from the cabinets below the hoods. [Lab Manager; ASAP]
    - Remind staff to lower sashes when hoods are not in use. [H&SWG; summer 2006]
    - Get anemometer and establish proper monthly testing regime. [H&SWG; end 2006]
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## 11. Waste Disposal

- Is there evidence of inappropriate use of:
    - Trace chemical waste bins (blue bags)? Yes / ~~No~~ ✗
    - Sharps bins? ~~Yes~~ / No ✓
    - Non-contaminated waste bins (black bag)? ~~Yes~~ / No ✓
    - Aspirators? None in use Yes / No
    - Solid autoclavable waste bins? ~~Yes~~ / No ✓
    - Disposable pipette bins? Yes / ~~No~~ ✗
    - Cardboard bins? Yes / ~~No~~ ✗
    - Waste catalogue sacks? ~~Yes~~ / No ✓
    - Recycling bins? ~~Yes~~ / No ✓
  - Notes:
    - Some plastic pipettes were present in the blue bags.
    - Other items were present in some of the plastic pipette bins.
    - Not all waste cardboard boxes were being flattened.
  - Recommendations:
    - Remind personnel to adhere to correct waste disposal procedures. [Lab Manager; ASAP]
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## 12. Eating/Drinking Arrangements

- Is there evidence of eating/drinking in the lab? ~~Yes~~ / No ✓
- Is there evidence of eating/drinking in the writing rooms? Yes / ~~No~~ ✗

- Notes:
    - In writing room 1L2-27 we found a Ph meter, waterbath and bottles of scintillation fluid. In addition to this some food/drink was being stored, including a bottle of Drambuie. Writing rooms are treated as non-laboratory areas in so much as you remove your lab coat/gloves and wash your hands before entering one, however, eating/drinking is not permitted.
  - Recommendations:
    - Remind all personnel that eating and drinking is not permitted in writing rooms. [H&SWG; ASAP]
    - If writing room 1L2-27 is to be used for storage of lab equipment and chemicals, the occupants must be instructed to treat room as a lab area, i.e. apply Good Lab Practice at all times. [Lab Manager; ASAP]
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### 13. Electrical/Equipment Safety

- Has portable electrical equipment been PAT tested? Most items Yes / ~~No~~ ✓
    - If yes, state the retest date: some 2001, some 1997. ✗
  - Are there any obvious examples of poor electrical safety/unsafe equipment? ~~Yes~~ / No ✓
  - Notes:
    - Some PAT labels are totally unreadable. New labels are already in use.
  - Recommendations:
    - PAT frequency must be increased. H&SWG to consider options and put forward proposals to Ian Leith. [H&SWG; summer 2006]
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### 14. Manual Handling

- Are any unusual manual handling hazards evident? ~~Yes~~ / No ✓
    - If yes, are adequate controls in place? N/A
  - Notes:
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### Inspectors' Signatures

(Please sign & date.)

<u>Name</u>	<u>Signature</u>	<u>Date</u>
Irene Blair		
Gail Alexander		
Monica Lacey		
Lisa Grayson		

**Date of Next Inspection: April 2007**