

General H&S Inspection Checklist

Area being inspected: WTB Floor 1

Date of Inspection: 18/02/2010

Inspection Team: H&SWG

1. Basic PPE

	Available?	Good Condition?	Being Worn?
Lab Coats	Yes	Yes	Yes
Gloves	Yes	Yes	as required
Safety Glasses	Yes	Yes	as required

- Type of gloves in use? Nitrile and Latex
- Notes:

2. Safety Notice Board

- Does it exist? Yes
- Is the information up to date? See below
- 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
- Notes:
H&S policy is out of date. Lab Manager to replace with new version available on H&S web site.

3. Safety Signage/Information Notices

- Up to date? See below
- In good condition? Yes
- Clearly visible? Yes
- Are there any unnecessary or outdated signs/notices? See below
 - If yes, point them out to the Lab Manager.
- Notes:
RPS list on Hot Room door is out of date. Lab Manager to replace with current list available on H&S web site.
General Lab CL1 SOP and associated spill SOP are out of date. Lab Manager to replace with current version available in the Risk Assessment Database System.

4. Housekeeping

- Is the area generally clean & tidy? Yes
- Are there any obvious slip or trip hazards? No

- Notes:
-

5. Spill Trolley

- Easily located? [Yes](#)
 - Fully stocked? [Yes](#)
 - Are there any old items that need replacing? [No](#)
 - If yes, inform Lab Manager.
 - Notes:
-

6. First Aid Kit

- Easily located? [Yes; 3 kits available](#)
 - Up to date list of First Aiders in lid? [See below](#)
 - Fully stocked? [Yes](#)
 - Are there any old items that need replacing? [No](#)
 - If yes, inform First Aider.
 - Notes:

[There was no list of First Aiders in the kit on the north side and the list in the equipment room kit was out of date. Lab Manager to replace with up to date list available on H&S web site.](#)
-

7. Fire

- Are fire exits clear of obstruction? [Yes](#)
 - Are fire blankets/extinguishers prominently placed and easily accessed? [See below](#)
 - Is there evidence of ignition sources being used in close proximity to flammables or readily combustible material? [No](#)
 - Notes:

[Lab Manager to clear away items blocking extinguisher in central equipment room.](#)
-

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: [WTB Floor 2, off the atrium, next to toilets](#)
 - Is the emergency shower fully functional? [Yes](#)
 - Other comments:
-

9. Safe Storage

- Are any items stored at height? [Yes; unavoidable](#)
 - If yes, is storage appropriate? [See below](#)

- o If yes, is a step ladder available? [Yes; old one has been replaced; good](#)
- 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.)
- Notes:

Tripod stand hooked into test-tube rack outside 1L2-19; not ideal; end user should store stand elsewhere.

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 hoods used for essential storage only? [Yes](#)
- Are the cabinets below the hoods clean & tidy? [See below](#)
- Are the cabinets below the hoods adequately ventilated? [See below](#)
- Are the cabinets below the hoods being used appropriately? [Yes](#)
- Notes:

Room 1L2-32, left hand side hood: White spill tray should be cleaned (end user). Cabinet below the hood, on the left, is badly corroded inside suggesting that ventilation may not be adequate. Lab Manager to investigate options.

Room 1L2-32, right hand side hood: Blue roll being used in cabinet on right below hood. We assume this is to absorb leaks. Maybe appropriate to use a lined plastic tray to prevent leakage into metal shelf. Lab Manager to consider.

Several very rusty metal containers. Should be disposed of and replaced with suitable alternatives. (Lab Manager)

11. Waste Disposal

- Is there evidence of inappropriate use of:
 - o Trace chemical waste bins (blue bags)? [See below](#)
 - o Sharps bins? [No](#)
 - o Non-contaminated waste bins (black bag)? [No](#)
 - o Aspirators? [No](#)
 - o Solid autoclavable waste bins? [No](#)
 - o Disposable pipette bins? [No](#)
 - o Cardboard bins? [No](#)
 - o Waste catalogue sacks? [None observed during inspection](#)
 - o Recycling bins? [No](#)
- Notes:

Once large plastic pipette found in a blue bag. Otherwise, all OK.

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](#)
 - 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 but not all](#)
 - If yes, when: [2007/08/09](#)
 - Are there any obvious examples of poor electrical safety/unsafe equipment? [No](#)
 - Notes:
-

14. Manual Handling

- Are any unusual manual handling hazards evident? [No](#)
 - If yes, are adequate controls in place? [N/A](#)
 - Notes:
-

15. Other Observations

- Emergency contact information posted in lab – good.
- SOP and hand protector kept next to microwave – good.
- Member of E&B staff was working in the lab cleaning the air supply/extract grilles at the time of the inspection. He was not wearing overalls or a lab coat, just jeans and a short sleeved T-shirt. IB informed him that he should be wearing PPE and instructed him to pick up a lab coat from her before restarting work. Procedures for 'E&B Staff and External Contractors Working in General Laboratory Areas' are clearly defined in SOP 125. Unfortunately, the Lab Manager was on holiday at the time of the inspection and not available to advise the workman. H&SWG to discuss with Letty Gibson.
- A bin in the central equipment room is labelled as being used for coloured glass but contains a black bin liner. Label appears to be very old and bin is currently being used for paper. Lab Manager to remove label.
- A number of gas cylinders are in use in this area. It was not clear if the CLS Procedures for Safe Working with Gas Cylinders are being adhered to. These procedures are available on the H&S web site and include instructions on annual regulator checks. Lab Manager to clarify if procedures are being followed.