

General H&S Inspection Checklist

Area being inspected: WTB Floor 2Date of Inspection: 11/11/09Inspection Team: H&SWG

1. Basic PPE

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

- Type of gloves in use? Both
 - Notes:
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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
 - Notes:
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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 - Are there any unnecessary or outdated signs/notices?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.
 - Notes:
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4. Housekeeping

- Is the area generally clean & tidy? Reasonably
 - Are there any obvious slip or trip hazards? No
 - 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.
 - 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.
 - Notes:
[Lab Manager to remove PEG/EtOH solution from First Aid kit and replace with PEG 300.](#)
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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 the time of the inspection](#)
 - 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: [WTB2 atrium, next to toilets](#)
 - Is the emergency shower fully functional? [Yes](#)
 - Other comments:
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9. Safe Storage

- Are any items stored at height? [Yes](#)
 - If yes, is storage appropriate? [Mostly](#)
 - If yes, is a step ladder available? [No but Kickstools are available](#)
- Is the main chemical storage area clean & tidy? [See below](#)
- 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:

There was a significant amount of spilled powder on the balance and anti-vibration table in the chemical storage room on north side. Also, some stocks are very old and a few tubs visibly damaged. This area requires a thorough clear out and deep clean. Lab Manger to coordinate.

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? [No](#)
- Are the cabinets below the hoods clean & tidy? [Reasonably](#)
- Are the cabinets below the hoods adequately ventilated? [Yes](#)
- Are the cabinets below the hoods being used appropriately? [Yes](#)
- Notes:
[Fume hood on the north side is full of apparatus but this is unavoidable.](#)

11. Waste Disposal

- Is there evidence of inappropriate use of:
 - Trace chemical waste bins (blue bags)? [No](#)
 - Sharps bins? [No](#)
 - Non-contaminated waste bins (black bag)? [Yes; see below](#)
 - Aspirators? [No](#)
 - Solid autoclavable waste bins? [No](#)
 - Disposable pipette bins? [No](#)
 - Cardboard bins? [No](#)
 - Waste catalogue sacks? [No](#)
 - Recycling bins? [No](#)
- Notes:
[What appeared to be Coomassie Blue soaked tissues found were found in a black bag. Lab Manager to remind personnel to use blue bags for such items.](#)

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? Yes
 - If yes, when: 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?
 - Notes:
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15. Other Observations

- i. A few mercury thermometers are still in use. These should be replaced with the alcohol type if possible. Lab Manager to advise end users.
- ii. A waterbath in the bay outside 2L3-16 was found to be empty but still on at the plug. Empty water baths should be disconnected from the mains. Lab Manager to advise end users.
- iii. In the bay outside 2L3-18 there were several glass pasteurs on a shelf, stored with their sharp ends sticking upwards. Not ideal. End user to ensure pasteurs are stored with sharp ends covered.
- iv. Tubing with broken glass attached was found next to the desiccator at the end of the benching on the south side of the floor. Broken glass should be carefully removed and disposed of by end user.
- v. No PPE or SOP could be found by the microwave on the north side. Lab Manager to ensure heat protective gloves are made available and a copy of the SOP is posted next to the oven.
- vi. There were several carelessly discarded sharps lying around. Lab Manager to remind end users to dispose of sharps after use via the correct route or to safely stow those that are to be reused.