

General H&S Inspection Checklist

Area being inspected: WTB Floor 3Date of Inspection: 28/10/09Inspection 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? Nitrile
 - 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:
Very comprehensive and orderly.
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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 - Are there any unnecessary or outdated signs/notices? See below
 - If yes, point them out to the Lab Manager.
 - Notes:
Lab Manager to score out radiation sign above sink in 3L5-114 that is no longer used for radioactive waste disposal.
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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:
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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? [See below](#)
 - Notes:
[Outside room 3L5-14: Bunsen burner situated under rolls of tape with ends trailing off shelf. The end user should rearrange items on the shelf or reposition the burner to remove fire hazard.](#)
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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: [WTBM atrium, next to toilets](#)
 - Is the emergency shower fully functional? [Yes](#)
 - Other comments:
[3L5-114: Lab Manager to put 'do not use' notice on emergency shower.](#)
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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? [No but Kickstools are available](#)
- 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:

Some chemicals stored at height, e.g. 1kg of TCA outside 3L5-16. Review storage of items at height and consider repositioning any particularly hazardous, heavy and breakable items.

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? [Reasonably](#)
 - 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:
[Good organisation of waste. Nothing in the fume hood unnecessarily.](#)
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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? [None observed during inspection](#)
 - Recycling bins? [None observed during inspection](#)
- Notes:
[The odd sharpsafe was being used without a lid in place. It is not advisable to attempt to secure a lid to a Sharpsafe once it is full. Lids should be properly secured to the base before use. Lab Manager to instruct end users.](#)

[3L5-114: Lab Manager to supply new cardboard recycling bin.](#)

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.
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13. Electrical/Equipment Safety

- Has portable electrical equipment been PAT tested? Yes
 - If yes, when: testing was in progress at the time of the inspection
 - 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? N/A
 - Notes:
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15. Other Observations

- i. The central equipment room is still over heating. No other equipment rooms suffer from this, even those containing far more heat producing kit. E&B have not been able to solve the problem thus far. Due to the potential adverse effects on personnel and equipment, rectifying this should be a matter of priority for E&B.
- ii. There were some carelessly discarded sharps lying around. Lab Manager to remind personnel to dispose of sharps after use via the correct route or to safely stow those that are to be reused.
- iii. Lab Manager pointed out that the right hand side cabinet under the south side fume hood does not appear to be fully vented. Ducting may have come loose. Lab Manager to check and get E&B to investigate if necessary.
- iv. Lab Manager to fit a suitable holder for glass pasteurs attached to tubing to the laminar flow hood in room 3L5-110.
- v. The door leading to the fire escape stair in the link block does not close properly. IB to put an order in to E&B to get this rectified. There is also a sizable gap under the fire door. IB to query with Larry Fortune.
- vi. Lab Manager has posted out of hours contact information on the lab doors. Group agreed that this was a good idea.