

General H&S Inspection Checklist

Area being inspected: WTB Floor M

Date of Inspection: 18/02/2010

Inspection Team: H&SWG

1. Basic PPE

- Lab coats being worn? [Yes, at time of inspection](#)
 - Type of gloves in use? [Nitrile and Latex](#)
 - Further observations on PPE:
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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:
[Containment Level 1 and 2 SOPs may not be latest versions.](#)

[LG to email latest versions to all Lab Managers.](#)

3. Safety Signage/Information Notices

- Are there any outdated, obstructed or unclear signs/notices? [See below](#)
- Notes:
[As for item 2.](#)

[Also, the RPS list on the Hot Room door is out of date and should be replaced with the current version \(available on the H&S web site\). Lab Manager to action.](#)

4. Housekeeping

- Is the area generally clean & tidy? [Very cluttered but unavoidable due to lack of space](#)
 - Are there any obvious slip or trip hazards? [No](#)
 - Notes:
[Consider lab cleaning exercise as held on MSI Floor 2 recently. See Jackie Heilbronn for details.](#)
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5. Spill Trolley

- Easily located? [Yes](#)
 - Fully stocked? [Yes](#)
 - SOPs available? [Yes](#)
 - 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](#)
 - Notes:
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7. Fire

- Are fire exits clear of obstruction? [Yes](#)
 - Can all fire blankets/extinguishers be 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](#)
 - Notes:
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8. Emergency Showers, Including Eyewash

- Are the eyewash showers being cleaned/checked on a weekly basis? [Yes](#)
 - If there are no eyewash showers is there a suitable alternative? [N/A](#)
 - Where is the nearest full body shower? [Off the atrium, next to toilets](#)
 - Is this shower clean and easily accessible? [H&SGW to discuss with Letty Gibson](#)
 - Other comments:
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9. Safe Storage

- Are any items stored at height? [Yes; unavoidable](#)
 - If yes, any obvious unsafe storage? [No](#)
 - If yes, is a step ladder or kickstool available? [Kickstools are available](#)
- Is the main chemical storage area clean & tidy? [See below](#)
- Are stocks of flammables kept in flame-proof cabinets? [Yes](#)
- Are incompatibles kept separate? [See below](#)
- Are highly dangerous substances* kept in a locked store? [See below](#)
(*highly dangerous substances: as defined in Safety Services policy.)
- Notes:
[Some spilled powder around the balances. Area would benefit from a thorough clear out and clean down.](#)

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 cabinets under the hoods clean & tidy? [See below](#)
 - Notes:
Accumulation of dust & dirt behind the glass baffles on the back wall. Accumulation of rust in some cabinets. LG to advise Letty Gibson that this is occurring in many areas and recommend thorough cleaning.
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11. Waste Disposal

- Is there evidence of inappropriate use of any waste receptacles? [See below](#)
 - Notes:
Pipette tips and microfuge tubes found in one ‘black bag’ bin. Lab Manager identified the person responsible and explained the correct disposal route.
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12. Eating/Drinking Arrangements

- Is there any evidence of eating/drinking in laboratory areas? [See below](#)
 - Notes:
A coffee cup was found sitting by a lab sink. Cup removed by Lab Manager.
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? [In progress at time of inspection](#)
 - If yes, when: [as above](#)
 - 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 face masks next to the balance in the communal chemical storage area are not of the type designed to give protection against inhalation of hazardous chemicals. If use of a face mask is appropriate* a suitable type should be used and the wearer must be face-fit tested. *A face mask only protects the wearer and no one else in the vicinity. If there is risk of harm via inhalation it may be more appropriate do the weighing out in a fume hood. Lab Manager to consider the options.
- ii. The SOP for safe use of microwave ovens should be posted next to the microwave in the communal chemical storage area. SOP is available in the RA Database. Lab Manager to action.
- iii. The liquid nitrogen risk assessments and SOPs kept in the central equipment room are out of date. Current versions are available in the RA Database. Lab Manager to replace old versions with new.
- iv. Lab Manager to dispose of the torn cryoglove found in the central equipment room and replace with new.