

# ANNUAL LABORATORY SAFETY CHECKLIST

Updated Nov. 2008

Supervisor: \_\_\_\_\_ Building: \_\_\_\_\_ Room #: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone #: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Item:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Corrective Action:</b>	<b>Completed:</b>
<b>SIGNAGE and EMERGENCY/SAFETY INFORMATION:</b>					
Door signs posted with contact personnel/phone no.				Obtain door sign from Lab Safety Program, App. I: <a href="http://www.yorku.ca/dohs/documents/LaboratorySafetyManual.pdf">http://www.yorku.ca/dohs/documents/LaboratorySafetyManual.pdf</a>	
Emergency numbers posted by telephone				Post emergency numbers in conspicuous area	
Emergency spill procedure posted in conspicuous area				Obtain procedure from Lab Safety Program, App. I: <a href="http://www.yorku.ca/dohs/documents/LaboratorySafetyManual.pdf">http://www.yorku.ca/dohs/documents/LaboratorySafetyManual.pdf</a>	
All lab personnel are WHMIS trained (level 2 required for all wet labs)				Obtain training schedule and register with DOHS: <a href="http://www.yorku.ca/dohs/training.htm">http://www.yorku.ca/dohs/training.htm</a>	
MSDSs available in or near lab for all chemicals				Obtain MSDS from supplier	
Chemical inventory is current				Develop and maintain inventory. Contact DOHS for advice.	
<b>PERSONAL PROTECTIVE EQUIPMENT (present, used properly and maintained properly):</b>					
Laboratory coats				Enforce policy or order PPE from Stores	
Gloves (appropriate to type of chemical being handled)				Enforce policy or order PPE from Stores	
Safety glasses/goggles/face shield				Enforce policy or order PPE from Stores	
Other (apron, respirator, ear plugs, etc.)				Enforce policy or order PPE from Stores	
<b>SAFETY EQUIPMENT (present and in working condition):</b>					
Emergency shower (present within 100 ft. of lab)				Contact Fac. Serv. to install	
Emergency eyewash station present and functioning				Contact Fac. Serv. or refill eyewash bottle monthly	
Fumehood uncluttered and sash at correct height				Clear fumehood and check sash	
Spill kits readily available and properly stocked				Order from Science Stores	
Fire extinguishers present and fully charged				Contact Fire Prevention (ext.77290)	
<b>CHEMICAL LABELLING and STORAGE (per WHMIS legislated requirements):</b>					
All containers of hazardous materials are labeled with appropriate supplier or workplace label				Label containers in accordance with WHMIS Program, Sect. 6: <a href="http://www.yorku.ca/dohs/documents/WHMIS_Program.pdf">http://www.yorku.ca/dohs/documents/WHMIS_Program.pdf</a>	
Chemicals are stored on shelves or in cabinets (not on the floor or inside the fumehood)				Store chemicals appropriately; contact Fac. Serv. for more storage	
Peroxides in the lab are dated and have been tested				Obtain test strips from Science Stores; dispose of if too old	
Chemicals are stored and separated by class (e.g., acids stored separately from alkalis, etc.)				Separate chemicals and store appropriately	
Large/glass containers are on low shelves				Relocate containers to lower shelves (not above eye level)	
Gas cylinders are secured at all times and capped when not in use				Chain/secure containers and cover with cap when not in use	
Markings/labels on gas cylinders are present and legible				Return to Science Stores to trade cylinder back to supplier	

Upon completion, please submit to the Area Health and Safety Officer (HSO) for FSE.

