

Laboratory Self Assessment Checklist

Location: Robarts Research Institute, NC Mill Room 0218

Department: Imaging

Principal Investigator/Designated Supervisor David Holdsworth

Date Entered: 21-Oct-16

Laboratory Designation

biohazard radiation animal use nanotechnology
chemical lab other Machine Shop

Equipment with Special Safety Considerations

pressure incubator laser nmr xray oven
autoclave freezer other equipment NC Mills

A. Written Laboratory Safety Policies/Procedures/Record

1. The lab has information readily available for the following:
- na a - Chemical spills - Section 10-6
- na b - Radiation spills - Radiation Safety Manual
- na c - Biohazard spills - Biosafety Manual
- yes 2. The Lab has a Fire/Safety Emergency Plan
- na 3. Standard Operating Procedures -SOPs on specialized lab procedures have been written which include up-to-date safety information
- na 4. Records are kept of any safety inspection Compliance Orders received and corrective actions

B. Laboratory Worker Training

1. Laboratory personnel working with hazardous materials have received training in the following subjects - Section 8-6
- yes a - WHMIS
- na b - Laboratory and Environmental/Waste Safety
- yes c - Location and use of safety deluge showers
- yes d - Location and use of eyewash station
- na e - Biosafety and Radiation Safety Training as applicable
- yes 2 - Substance or task-specific training has been given by the supervisor or designee, including the proper selection, use, and maintenance of personal protective equipment - Section 3
- yes 3 - The lab keeps records of what training was provided - Section 3
- na 4 - Safety procedures are discussed at staff, department, or other meetings and records/minutes are kept of the safety procedures/ issues discussed at these meetings
5. Employees have been instructed in the following - Section 10
- yes a - The phone number to call for emergency assistance
- yes b - The location of the nearest fire alarm pull station
- yes c - The location and class of the nearest fire extinguisher
- yes d - The building evacuation route upon hearing fire alarm
- na e - The location of chemical spill kits
- yes f - Fire extinguisher and agent use
- yes g - The location and use of secondary exits

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C. Hazardous Material Safety

- na 1 - All lab personnel have ready access to all the Material Safety Data Sheets - MSDS - Section 8-3
 - na 2 - A current inventory of hazardous materials is available which includes the proper name of the hazardous material - Section 8-4
 - na 3 - Incompatible hazardous materials are isolated from each other ie, stored according to chemical class - Appendix 3
 - na 4 - Refrigerators containing hazardous materials are labelled to identify contents and restrictions - Section 9-1-8
 - na 5 - Storage and use of flammable and combustible liquids is consistent with the requirements of the Policy on the Storage and Dispensing of Flammable and Combustible Liquids in Laboratories - Appendix 4
 - na 6 - Piping, tubing, valves, and fittings used in experimental equipment are compatible with the hazardous materials for which they are used, and checked periodically for integrity
 - na 7 - Compressed gas cylinders are handled, stored and used properly - Section 7-13 and Appendix 9
 - na 8 - Storage of organic peroxides or peroxide-forming compounds eg aldehydes, and ethers are restricted to one year after opening
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D. Hazardous Wastes

- na 1 - Information on proper procedures for hazardous waste disposal is available in the lab
 - na 2 - Employees comply with hazardous waste pickup procedures
 - na 3 - Process waste streams are segregated
 - na 4 - Glass waste is segregated and disposed of separately from general waste - Section 7-7
 - na 5 - Sharps are placed in sharps containers at point of generation and autoclaved and verified prior to disposal when required
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E. Laboratory Safety

- yes 1 - Laboratory personnel remove hazardous materials residues on floors, bench tops and fume hood counter tops
 - na 2 - Laboratory floors and bench tops are uncluttered
 - na 3 - Laboratory fume hoods are free from stored materials
 - yes 4 - Laboratory aisles are clear of obstructions that may inhibit or block safe exiting
 - na 5 - There is easy access to electrical panels
 - yes 6 - Electrical equipment is plugged into permanent wiring outlets or a single power bar - not extension cords
 - yes 7 - Multi-plug fused power strips are used if permanent wiring outlets are not available
 - yes 8 - Electrical equipment or power strips with frayed or damaged cord insulated or damaged plugs are removed from service
 - yes 9 - All electrical equipment is certified or approved acceptable to the Electrical Safety authority of Ontario - Appendix 2
 - yes 10 - Belts, pulleys, and other exposed moving equipment parts are guarded - Section 7-5
 - na 11 - Vacuum equipment is provided with a filter or trap - Filter or trap between process and vacuum equipment
 - na 12 - Pressurized vessels or a similar high-pressure system has been pressure tested and is equipped with an over pressure device - Section 7-10
 - na 13 - Equipment is serviced to ensure that it functions safely and records are kept Section 7-4
 - yes 14 - A safety shower is within 25 m with no more than one door in travel path Section 10-2
 - yes 15 - An Eye Wash is within 25 m with no more than one door in travel path
 - na 16 - Explosion shields are used if needed Section 7-6
 - na 17 - Hazardous procedures or processes using hazardous materials are conducted in a fume hood - Section 9-3
 - na 18 - A fumehood is used for work with hazardous materials - Appendix 10
 - na 19 - The fumehood has a valid identification sticker
 - na 20 - Receptacles - plugs are located outside the fume hood
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F. Personal Protective Equipment - PPE

- yes** 1 - Laboratory personnel use personal protective equipment suitable for the hazards encountered - Section 9-5
- yes** 2 - Safety glasses with side-shields are worn at all times, goggles and face shields are used as required for a process - Appendix 1
- yes** 3 - All laboratory personnel receive instruction on proper PPE selection
- yes** 4 - All laboratory personnel know how to select, use, and maintain equipment to protect eyes, skin, and respiratory system
- na** 5 - All laboratory personnel know to remove contaminated protective clothing such as lab coats in the laboratory before leaving
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G. General Emergency Preparedness

- na** 1 - Emergency instructions are posted
- na** 2 - An emergency phone contact list is posted in the lab and a copy kept elsewhere
- na** 3 - Chemical, biological, radiation, and fire emergency instructions are posted
- yes** 4 - Hazard Signs are posted as required by UWO Sign Book
- yes** 5 - Staff knows to call 911 for all types of emergency
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H. Occupational Health

- yes** 1 - A Position Hazard Communication Form has been completed for each employee and graduate student and filed with Staff/Faculty Health Services
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Corrective Actions

Completed by: _____
Signature Printed Name Date

Principal Investigator/
Designated Supervisor: _____
Signature Printed Name Date