

Pathobiology Inspection Report (Laboratory)

Building	89
Room number	
Supervisor/Principal Investigator(s)	

YES	NO	N/A	Part A – Administrative	Observations/Comments
			1. All lab personnel have completed WHMIS and Laboratory Safety training on EHS website	
			2. Laboratory-specific training for all lab personnel is completed and documented	
			3. All lab personnel are able to readily access the following:	
			a. Laboratory Safety Manual (online)	
			b. Departmental and laboratory specific policies and procedures	
			c. Material safety data sheets (online)	
			4. Working alone rules/regulations have been setup and are readily available	

YES	NO	N/A	Part B – General Laboratory Work Practices	Observations/Comments
			1. No evidence of food or beverages being consumed or stored in the lab	
			2. Laboratory and storage areas including bench tops are uncluttered and orderly	
			3. Aisles and exits are unobstructed	
			4. Large and/or heavy items are stored on lower shelves, and appropriate step ladders are available for reaching items on higher shelves	
			5. Sprinklers are free of obstructions (18 inches)	
			6. No storage of personnel belongings in areas with hazardous materials, and work benches free of personal electronic devices (e.g. cell phones, smart phones, electronic tablet computers, etc.)	
			7. Sinks are clean and not used as storage for dirty labware	
			8. Soap and towels are available at the sinks	
			9. Drains are working and filled with water regularly	
			10. Work benches are tidy and clean and decontaminated at the end of every working day	
			11. Long hair/loose jewellery is restrained	
			12. Gloves are not worn when working at computers and using phones	
			13. No chemical left or stored on desks	
			14. No improper lifting is performed in the laboratory	
			15. Working space is maintained in good condition (e.g. no burnt-out lights, broken hinges, etc.)	

YES	NO	N/A	Part C – Emergency Preparedness	Observations/Comments
			1. Emergency 2000 number and list of qualified first aid personnel posted	
			2. Appropriate safety signs (e.g. radioactivity, biohazard, chemical storage areas, etc)	
			3. Fire extinguisher is available, unobstructed, has locking pin intact, and is within correct pressure range	
			4. Safety shower/eye wash stations are readily and easily accessible, unobstructed and checked by Physical Resources within the previous 3-4 months as noted on attached card	
			5. First aid kit has supply list and is stocked	
			6. Chemical spill kit contains the minimum required supplies for the chemicals listed below (if used in the laboratory) and as described in section 11.2 of the U of G safety manual, and is readily accessible <ul style="list-style-type: none"> a. Formalin b. Acids c. Bases d. Oxidizers e. Flammable solvents 	

YES	NO	N/A	Part D – Engineering Controls	Observations/Comments
			1. Fume hood is operational and has been inspected on a yearly basis by EHS (attached sticker)	
			2. Fume hood is neat and tidy and uncluttered, not used for chemical storage.(i.e.<50%of work area covered with materials/equipment)	
			3. There is no evidence of fume hood being used for biohazard or radioactive materials	
			4. Fume hood sash closed if not being used or opening minimized if in use (working height is marked)	

YES	NO	N/A	Part E – Personal Protective Equipment	Observations/Comments
			1. Adequate eye protection is available and is worn as required	
			2. Gloves are available and worn as required	
			3. Lab coats are available and worn as required	
			4. Close toed shoes are worn in the lab	
			5. No evidence of lab coats or gloves being worn in non-lab areas (with the exception of hallways if being used to travel between lab/storage areas)	
			6. All personnel using respirators have been fit-tested and trained	
			7. Other PPE is available and used as required (e.g. hearing protection)	

YES	NO	N/A	Part F – Chemical Hazard Control and Storage	Observations/Comments
			1. Chemicals have been added to the laboratory chemical inventory and inventory is maintained and accessible on the V-drive or posted as hard copy	

			2. Storage of chemicals is in accordance with chemical class and incompatibility groups, regarding containers, separation, ventilation, and use of ventilated cabinets	
			3. There is no evidence of flammable and/or combustible materials being stored in household fridges/freezers, and the household refrigerators are labelled as not appropriate to store flammable/combustible liquids	
			4. Chemical containers are in good condition (not leaking, lids not cracked, etc.), kept closed when not in use, and labelled legibly and appropriately with labels	

YES	NO	N/A	Part G – Compressed Gases	Observations/Comments
			1. Cryogenic liquids are dispensed and handled in well ventilated areas	
			2. Gas cylinders not in use have regulators removed and protective cap in place. Incompatible gases are segregated, and a cylinder cart is available for transport	
			3. Cylinders are secured with adequate restraint/brackets at approximately 2/3 of their height in an upright position, are well removed from doors, aisles, stairs and elevators, and regulators appear to be in good condition	

YES	NO	N/A	Part H – Waste Disposal	Observations/Comments
			1. Sharp containers are available for sharps disposal and labelled with room number	
			2. Container is available for disposal of broken glass	
			3. Hazardous waste is correctly disposed by laboratory personnel and is stored appropriately with no excessive accumulation.	
			4. Chemical wastes segregated and labelled	

YES	NO	N/A	Part I – Equipment and electrical	Observations/Comments
			1. Instruction manuals are available for equipment	
			2. Personnel are trained in safe use of equipment (in particular but not exclusively, autoclaves and centrifuges)	
			3. Electrical cords (equipment or extension) are in good condition (not frayed, etc.), and extension cords are not used as permanent fixtures, nor piggybacked	

YES	NO	N/A	Part J – Biohazards and Radioactive Materials	Observations/Comments
			1. Biohazards and bio-containment level are identified and posted	
			2. Biosafety cabinet are certified and copy of latest testing posted	
			3. A complete and regularly updated list of all micro-organisms in use or stored is available either as hard copy or online	
		√	4. Radioactivity sign posted on entry door where needed	
		√	5. Radioactive substances identified and regularly updated inventory available	
		√	6. Contamination is monitored weekly when radioactive substances in use or stored in the laboratory	
		√	7. Containment of radioactive substances and wastes is adequate	

Building	89
Supervisor/Principal Investigator(s)	
Inspectors	

RECOMMENDATION

ITEM	RECOMMENDATION

ACTION REQUIRED

ITEM	ISSUE/REQUIRED ACTION	PRIORITY	RESPONSE/ACTION TAKEN	Date completed / Signature

Please complete shaded section and return to Dr. Bonnie Mallard, Faculty advisor for Pathobiology Safety Committee

Priority

- Priority A: Action required immediately
- Priority B: Action required within 2 weeks
- Priority C: Action required within 30 days

Distribution

- Laboratory manager: Principal investigator(s):
- 1.
- 2.
- 3.
- Department chair
- Administrative Assistant to the Chair and Faculty
- Local JHSC
- Environment Health and Safety for department