# Instructions

# Location(s): Click or tap here to enter text.

Date: Click or tap to enter a date.

# Inspected by: Click or tap here to enter text.

1. Complete inspections on a monthly basis. Edit this checklist to suit your specific location(s).
2. Inspect each item on the checklist and answer YES or NO to each question.
3. For unsatisfactory items (NO), describe the deficiency and location.
4. Take all necessary actions or make necessary recommendations to correct/control the deficiencies.

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| --- | --- | --- | --- |
| Item | Question(s) | YES/ NO | Deficiency and Location |
| General: | | | |
| Required PPE | Are all required Personal Protective Equipment available and used? | Choose an item. | Click or tap here to enter text. |
| Are PPE requirements posted and visible at the lab entrance? | Choose an item. | Click or tap here to enter text. |
| Are lab coats/gowns clean and available for both lab users & visitors? | Choose an item. | Click or tap here to enter text. |
| Food/Drink | Is the lab free of evidence of food/drink consumption? | Choose an item. | Click or tap here to enter text. |
| Housekeeping | Are aisles and doorways free of slip/trip/fall hazards? | Choose an item. | Click or tap here to enter text. |
| Are emergency equipment and electrical panels accessible? | Choose an item. | Click or tap here to enter text. |
| Have cardboard boxes been emptied, contents stored safely, any hazard labelling defaced and the box disposed of? | Choose an item. | Click or tap here to enter text. |
| Lab Personnel Changes & Training | Have all new personnel completed training needs assessment and lab-specific training/orientation? | Choose an item. | Click or tap here to enter text. |
| Have departed members been taken off of lab permits and new members added as appropriate? | Choose an item. | Click or tap here to enter text. |
| Fire Extinguishers | Are extinguishers accessible, in good condition, charged & inspected within last year? | Choose an item. | Click or tap here to enter text. |
| Emergency Eyewash | Is the eyewash accessible, clearly labeled, and tested monthly?  Last test (date & temp): Click or tap here to enter text. | Choose an item. | Click or tap here to enter text. |
| Emergency Showers | Is the emergency shower accessible, clearly labeled and tested annually by Building Operations or facility maintenance? | Choose an item. | Click or tap here to enter text. |
| Spill Kit | Is the spill kit accessible, and fully stocked? (*Note: people sometimes ‘loot’ kits for brooms and PPE even when a spill has not happened*) | Choose an item. | Click or tap here to enter text. |
| Equipment | Is all equipment in good working condition?  (C*racked glass, worn O-rings or seals, broken latches in need of repair, etc. should be noted under “Deficiency and Location”)* | Choose an item. | Click or tap here to enter text. |
| Does all equipment have SOP documentation? | Choose an item. | Click or tap here to enter text. |
| Is there equipment which does not have SOP posted by the equipment? | Choose an item. | Click or tap here to enter text. |
| Has there been equipment newly brought into the lab? (Please list ALL) | Choose an item. | Click or tap here to enter text. |
| Has a copy of each SOP been sent to LFS operations ([lfs.facilities@ubc.ca](mailto:lfs.facilities@ubc.ca)) for LFS records? | Choose an item. | Click or tap here to enter text. |
| Fume Hoods & Biosafety Cabinets | Are hoods and BSCs tidy with the sashes at certified levels? | Choose an item. | Click or tap here to enter text. |
| Have they been certified in the last 12 months? | Choose an item. | Click or tap here to enter text. |
| Inventories | Have new reagents arrived in the past month? | Choose an item. | Click or tap here to enter text. |
| Have they been added to the appropriate inventory? | Choose an item. | Click or tap here to enter text. |
| Signage | Do signs on labs and storage areas accurately label the hazards within and display correct emergency contact information? | Choose an item. | Click or tap here to enter text. |
| Cold Storage | Are fridges/freezers labeled with lab contact info and appropriate hazard type?  (*Note: biohazard and/or radiation inventory must be in a secure area*) | Choose an item. | Click or tap here to enter text. |
| Waste Containers | Do all biological waste containers have lids and legible hazard labels? | Choose an item. | Click or tap here to enter text. |
| Chemical Safety: | | | |
| Hazard Communication | Are containers properly labeled as per WHMIS? | Choose an item. | Click or tap here to enter text. |
| Is the SDS readily available? | Choose an item. | Click or tap here to enter text. |
| Chemical Storage | Are storage areas accurately labeled, incompatibles segregated, and secondary containers used when necessary? | Choose an item. | Click or tap here to enter text. |
| Flammables | Is there less than 25 L in the open lab, outside of cabinets? | Choose an item. | Click or tap here to enter text. |
| Are all containers of flammables under 5 L? | Choose an item. | Click or tap here to enter text. |
| Disposal | Have all old and unused chemicals ready for disposal been discarded? | Choose an item. | Click or tap here to enter text. |
| Biosafety: | | | |
| Permit | Are current Biosafety Permits posted in each permitted room? | Choose an item. | Click or tap here to enter text. |
| Vacuum Systems | Do vacuum systems have an inline HEPA filter? | Choose an item. | Click or tap here to enter text. |
| Disinfectants | Are disinfectant solutions labelled with the name, concentration and date prepared? | Choose an item. | Click or tap here to enter text. |
| Sharps Containers | Are sharps containers available and less than ¾ full? | Choose an item. | Click or tap here to enter text. |
| Biological Toxins | Is the cradle to grave inventory up to date for microbial toxin stocks? | Choose an item. | Click or tap here to enter text. |