

ABBREVIATED INSPECTION CHECKLIST

LAB/ROOM: INSPECTED BY: DATE:

General Safety (Section A)

Is the laboratory/area, e.g. floor, benches & sinks, clean and tidy? Are there any unnecessary items?
Are any chemical bottles kept above eye level or on shelves without lips?
Are manual handling operations assessed and monitored?
Are safety training records kept? Is there a safety committee? Is there an emergency response plan?
Do staff check & update the signs, licenses & certificates for the lab and/or instruments?

Fire/Emergency (Section A)

Do all staff know what to do in the event of a fire?
When was the last fire drill?
Are extinguishers easily accessible and have they been checked within the last year?
Have Fire Wardens been appointed? Who they are?
Can the alarm be heard in the area?
Are the escape routes blocked / in good order?
Are signs clearly visible/ obvious?

Occupational Health (Section A)

Is there a cold/warm room/enclosed environment in the area?
Is there an interlock device to prevent anyone being locked inside? Is it checked regularly to make sure it functions properly?
Any UV lamp installed inside the room?
Any interlock safety device to prevent personnel exposed to UV radiation?
Any display screens user? Is there any assessor for this topic?

Electrical Safety (Section A)

Are electric sockets overloaded?
Are standard sockets (e.g. 13A type) used on adaptors or extension chords?
Are electrical cables/plugs/wiring in good condition?
Are any cables a tripping hazard?
Are any extension boards near a water source or located where splashing with water may occur?

First Aid (Section A)

Do staff know who to go to for First Aid assistance?
Are they qualified?
Are First Aid kits readily accessible and checked regularly? – how often?

Gas Cylinder Safety (Section D)

Are there any compressed gas cylinders or cryogenic gas tanks?
Are compressed gas cylinders properly secured?
Gas cylinder trucks available for transport?
Located away from heat sources?
Is PPE used for handling cryogenic materials

Chemical Safety (Section B)

Are there any peroxide forming chemicals, strong oxidizers, water/air reactive chemicals, toxic substances, or carcinogens in the lab?
Is there a log sheet/inventory for these chemicals?
Are there any special storage arrangements for flammable, corrosive, or oxidizing agents?
Are chemical/waste containers/bottles labeled clearly & stored properly?
Are fume cupboards, local exhaust and emergency exhaust ventilation functioning properly & checked regularly?
Are spillage kit & PPE available & easily accessible?
Is there a safety shower &/or eyewash? Have they been tested within the last year?
Are SOP's & MSDS available & easily accessible?

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Biological Safety (Section C)

Are infectious materials, clinical samples, carcinogenic /toxic chemicals used or genetic modification /recombinant DNA work carried out?
Is entry restricted to authorized users?
Are biohazard signs in place?
Are effective disinfectants/spillage kits/PPE available & readily accessible?
Are emergency response plans known to users?
Are BSCs/FCs checked regularly?
Is disposal of contaminated/infectious materials/waste appropriate? e.g. bags no more than 2/3 full etc
Are users aware of what agents are in use?
Are support staff trained to deal with the agents?
Are SOP's and MSDS available?
Are good microbiological practices used?

High Powered Lasers (Section F)

Are Class 3b and/or 4 high power lasers in use?
Is there a light and warning signs at the entrance to where the machines are used?
Are any SOP's or guidelines available?
Is access limited to authorized users and controlled with an interlock of the room door (class4 only)?
Is there a protective housing and interlock system?
Is the machine situated/mounted in its original position?
Is there a local exhaust ventilation for the laser when in operation? Is this checked? How often?
Is PPE provided, readily accessible and in good condition?

Laboratory Animal Users

Are staff showing symptoms of animal allergy?
Are routine vaccinations in date?
Does the work involve any manual handling? e.g. moving cages & feed bags, washing/changing cages.
Do workers deal with sharps? e.g. syringes, dissecting kits etc, can use be avoided/minimized?
Are animals kept on site? Is there a log sheet, inventory and cage labeling system etc?.
How's the animal room's ventilation system, floor condition, sufficient space for daily activities?
Are staff and students trained to deal with animal bites, scratches & needle stick incidents?
Is there any accident reporting system?

Mechanical Safety (Section E)

Are pressure vessels, autoclaves & boilers in use?
Are they registered and examined according to the Boilers & Pressure Vessels Ordinance?
Are any lifting aids in use?
Are they examined and tested by Competent Examiners?
Are any abrasive wheels used? Are they installed with safety guarding?
Is PPE provided?
Are all staff trained to operate the machines they use?

Radiation Safety (Sections G/H)

Are there any radiation areas?
Is work carried out with sealed or unsealed sources?
Is access controlled?
Are there warning signs at the entrance?
Do work areas have valid licenses?
Are SOP/safety rules posted in the room?
Are spillage kits available?
Are radioactive substances and waste materials labeled clearly?
Is the inventory & log sheet up-to-date and readily for checking?

Open & Closed Beam X-ray Machines (Section J/K)

Is access limited to authorized users?
Is there a light and warning signs at the entrance to where the machines are used?
Are valid licenses posted in the room?
Are there SOP's or guidelines available?
Is there a visible signal on machines to indicate that the X-ray is ON or a shutter is open etc?
Is PPE provided, readily accessible and in good condition?