



University of Manitoba Lab Inspection Checklist

PI Inspected:	Department:
Lab (Room #s) Inspected:	Inspection Completed by:
Date:	
Date Inspection acknowledged by PI:	
PI Signature:	

Lab Specific Documentation and Training

Item reviewed	Y	N	NA	Comments/Action Taken
Have lab staff received lab specific safety training? i.e. Lab Safety Checklist				
Have lab staff completed WHMIS training?				
Does the lab have safe work procedures for high hazard work?				
Does the lab have working alone procedures?				

Lab Signage and Hazard Communication

Item reviewed	Y	N	NA	Comments/Action Taken
Is the Workplace Hazard Information Placard (WHIP) up to date? Information reflects permitted work.				
Is there a WHMIS and waste chart posted in the lab?				
Does the lab have a current chemical inventory?				
Are chemical storage cabinets labeled with the appropriate hazard symbol or pictogram?				
Do lab personnel know how to access MSDS for lab chemicals?				
Are Biosafety, Radioisotope or X-ray Permits posted? <i>Are they up to date?</i>				

General Safety

Item reviewed	Y	N	NA	Comments/ Action Taken
Are food and drink consumed in the lab?				
Do lab personnel wear appropriate personal protective equipment (PPE)?				
Is lab door locked when the lab is unattended?				
Is there a handwashing sink?				
Lab benches are clean and orderly?				
Is lab equipment (such as fridges, freezers, incubators or biological safety cabinets) with specific electrical power requirements powered with extension cords or power bars?				



Chemical Safety/ WHMIS

Item reviewed	Y	N	NA	Comments/ Action Taken
Do chemicals or hazardous products have supplier or WHMIS workplace labels affixed to them?				
Are chemicals or hazardous products stored correctly and segregated by hazard type?				
Are gas cylinders labeled, stored upright and secured with appropriate straps or chains?				
Are cryogenics (liquid nitrogen and dry ice) stored in a ventilated area?				
Are flammable liquids properly stored in a flammable storage cabinet?				
Are there < 5 L of class I flammable liquids in use in the lab? <i>Outside of the flammable storage cabinet</i>				
Are domestic fridges used to store flammable liquids?				
Are shock sensitive or unstable chemicals stored in lab?				

Hazardous Waste Management

Item reviewed	Y	N	NA	Comments/ Action Taken
Is hazardous waste stored in an area designated for such?				
Hazardous waste containers are identified with (supplier or UM hazardous waste) labels?				
Solvent or flammable waste solutions are not overfilled? <i>Leave the top 25% empty for vapor expansion.</i>				
Are containers appropriate for the hazardous waste and securely capped? <i>(including sharps containers)</i>				

Fume Hoods

Item reviewed	Y	N	NA	Comments/ Action Taken
Is the fume hood used to store chemicals that are not currently in use and are baffles blocked?				
Is sash drawn when not in use?				
Are safe work procedures posted?				
Has the fume hood been tested in the last 12 months?				

Fire/ Life Safety

Item reviewed	Y	N	NA	Comments/ Action Taken
Are paths of egress (exit) obstructed or blocked?				
Are electrical panels unobstructed? <i>(at least 1meter)</i>				
Are fire detection detectors and sprinkler heads unobstructed (must have 18 inches clearance)				
Are emergency shower/eyewash stations <i>(where present)</i> , maintained (flushed) and unobstructed?				
Are gas shut valves properly identified in lab?				



Are fire extinguishers present and charged within Lab or adjoining corridor and unobstructed?				
Biological Safety				
Item reviewed	Y	N	NA	Comments/ Action Taken
Biological safety cabinet(s) in the lab have been certified in the past twelve (12) months or before being used after relocation				
Are hooks (or reasonable alternate) present at the entrance to the containment zone to hang lab coats				
Are paper work stations are located away from lab work stations				
Are personal belongings (bags, purses, coats etc.) stored in active lab spaces.				
Is the U of M Biohazardous Waste chart posted in the permitted labs				
Is a copy of the U of M Post Exposure Protocol or applicable project specific post exposure protocol posted in all permitted labs.				
Are vacuum systems used for work with infectious agents constructed according to UM Biosafety Guide				
Does the containment level icon on WHIP match the containment level identified on the Biosafety Permit				
Do the biohazardous waste disposal procedures conform with decontamination and disposal procedures identified in the University Biosafety Guide				
Radiation Safety				
Item reviewed	Y	N	NA	Comments/ Action Taken
RWS displayed on WHIP when >100EQ and emergency contacts are designated workers				
Radiation Safety Manual and Records binder accessible				
Storage location is labelled with the RWS when >1EQ and when <1 EQ, striped tape in use.				
Radioactive material (RAM) is in a locked enclosure and the key is only accessible to permitted workers				
Additional for Open Source				
Radioactive waste chart and CNSC Poster displayed				
Work area labelled with 'striped tape' or RWS if RAM is present. Striped tape can stay when RAM not in use.				
Waste labelled with RAM waste tag, not > 6 months old				
Results of the Inspectors wipe test are negative?				
Additional for Sealed Sources/Radiation Devices				
Device displays EHS label indicating source, activity				
Log of use (separate log book or computer tracking)				
For ECDs -Security check recorded 6 mos <i>effective July 2018</i>				



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X-ray Equipment Only - EHS and CCMB stickers visible?				
X-ray sign at entrance? Contacts up to date?				