

This checklist is to be used by lab staff and/or principal investigators to document lab safety self-inspections of their bio-permitted spaces. This self-inspection checklist must be uploaded as part of an amendment of your biosafety permit a minimum of once each calendar year. These records are to be made available to inspectors (internal and external) upon request.

How to use this checklist:

Clinical/Containment Level 1 labs: Complete sections 1-8

Containment Level 2 (unregulated) Labs: Complete Sections 1-9

Containment Level 2 (Regulated – Containment Zones): Complete Sections 1-10

Name of inspector:	Signature:	Date:
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Section 1 – Administration

Yes	No	N/A	Item Reviewed	Comments/Action Taken
			Is your biosafety and/or chemical permit information current? This includes listing all lab workers working with biological agents or chemicals, including procedures and agents in use and funded projects.	
			Is biosafety risk assessment and review complete for all projects using biological agents?	

Section 2 – Lab Specific Documentation and Training

Yes	No	N/A	Item Reviewed	Comments/Action Taken
			Have all lab staff using biological agents completed the <u>UM Biological Safety Training</u> ?	
			Have all lab staff using biological agents completed the site-specific biosafety training?	
			Has the site-specific training been reviewed to ensure it is current and accurate?	
			Has a written record been kept that all staff using biological agents have completed the site-specific biosafety training?	
			Have lab staff completed WHMIS training?	
			Does the lab have safe work procedures for high hazard work?	
			Does the lab have working alone procedures?	

Section 3 – Lab Signage and Hazard Communication

Yes	No	N/A	Item Reviewed	Comments/Action Taken
			Is a Workplace Hazard Information Placard (WHIP) posted at the entrance to the lab space?	
			Is the information on the WHIP current, and correct? If not, update your <u>Chemical Safety Permit</u> .	



			Is a copy of the principal investigator’s current approved BFAC posted in all permitted locations? <u>Contact Biosafety office</u> if missing	
			Is a copy of the U of M Waste Disposal Chart(s) (bio and/chem) posted in all permitted locations?	
			Are chemical storage cabinets labeled with the appropriate hazard symbol or pictogram?	
			Is a copy of the U of M Post Exposure Protocol (or project specific post exposure protocol) posted in all permitted locations? Other Missing postings can be <u>found here</u>	

Section 4 – General Safety

Yes	No	N/A	Item Reviewed	Comment/Action Taken
			Is there evidence of food and/or drink present in the lab?	
			Do lab personnel wear personal protective equipment (PPE) as documented in the approved Biosafety Permit?	
			Is lab door locked when the lab is unattended?	
			Is there a handwashing sink?	
			Are the lab benches clean and orderly?	
			Are fridges, freezers, incubators, or biological safety cabinets powered through extension cords or power bars?	

Section 5 – Chemical Safety/WHMIS/Hazardous Waste

Yes	No	N/A	Item Reviewed	Comment/Action Taken
			Do chemicals or hazardous products have supplier or WHMIS workplace labels affixed to them?	
			Are stored chemicals or hazardous products segregated by hazard type?	
			Are gas cylinders labeled, stored upright and secured to solid supports using straps or chains?	
			Are liquid nitrogen and dry ice stored in a ventilated area (not in cold rooms)?	
			Are flammable liquids stored in a certified 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?	
			Is hazardous waste stored in a designated area of the lab?	
			Hazardous waste containers are identified with UM hazardous waste labels?	
			Are solvent or flammable waste containers filled over 75%	
			Are waste containers resistant to the hazards being stored and securely capped? (<i>including sharps containers</i>)	

Section 6 – Fumehoods

Yes	No	N/A	Item Reviewed	Comment/Action Taken
			Is the fume hood used to store chemicals?	
			Is sash drawn when not in use?	
			Are safe work procedures posted?	
			Has the fume hood function been tested in the last 12 months?	

Section 7 – Fire/Life Safety

Yes	No	N/A	Item Reviewed	Comment/Action Taken
			Are exits clear of obstructions?	
			Is there 1 meter (40 inches) of clearance in front of the electrical breaker panel?	
			Is there 45 cm (18 inches) clearance around smoke detectors and sprinkler heads?	
			Are emergency shower/eyewash stations clear of obstructions?	
			Are emergency showers flushed annually and eyewash stations flushed weekly (there should be an inspection tag attached)?	
			Are gas shut valves conspicuously signed in lab?	
			Are fire extinguishers free of obstructions and charged?	



Section 8 – Basic Bio-Permitted Spaces

Yes	No	N/A	Item Reviewed	Comment/Action Taken
			Does the containment level icon on WHIP match the containment level on the Biosafety Permit?	
			Are lab coats stored individually to prevent contamination from a dirty coat to a clean coat? (i.e. coats are <u>not laid on top of each other</u> on a single hook/coat rack)	
			Are personal belongings kept outside the containment zone or lab?	
			Is personal protective equipment stored near the containment zone or lab entrance?	
			Is all personal protective equipment removed before leaving the lab?	
			Are administrative workstations located away from active lab laboratory workstations?	
			Are there holes in the walls or flooring?	
			Are all lab furnishings nonporous/wipeable cleanable? (This includes the use fabric-covered chairs at lab benches)	
			Do you have a handwashing sink near the exit to the containment zone or lab?	
			Is there soap and paper towels at the handwashing sink?	
			Is there an eyewash station and emergency shower in the containment zone or lab?	
			Is there evidence of rodents or insects present in the containment zone or lab?	
			Is biohazardous waste handled and disposed according to the <u>Biological Waste Disposal Standard</u> ?	
			Are records of equipment inspection/repair documented and kept with lab records?	
			Is your autoclave validated according to U of M Biosafety Manual <u>Appendix 7 Autoclave Efficacy Validation</u> ?	



Section 9 – Completed for Containment Level 2 (Unregulated and Regulated)

Yes	No	N/A	Item Reviewed	Comment/Action Taken
			Are particulate in-line air filters and waste flasks set up and used appropriately as per <u>the Vacuum System Set Up?</u>	
			Are particulate filters installed on vacuum systems functioning and in good repair?	
			Are there hooks near the entrance to the containment zone or lab entrance to hang lab coats?	
			Has your biological safety cabinet been certified within the last 12 months according to the certification sticker?	
			Is work in the biological safety cabinet being conducted as outlined in the <u>Canadian Biosafety Handbook?</u>	
			Are records of the biosafety cabinet certification documented and kept in the lab records?	
			Are disposable gloves worn when handling infectious agents?	

Section 10– Completed for Containment Level 2 Regulated (Containment Zones)

Yes	No	N/A	Item Reviewed	Comment/Action Taken
			Are the doors kept closed at all times and locked when no one is in the lab?	
			Do you have a phone or other two-way communication system inside the containment zone?	
			If biological agents are stored outside of an identified containment zone, are these freezers locked with restricted access?	
			Is personal protective equipment specific to the containment zone donned, used, and stored in the containment zone only?	
			Has a visual inspection of the containment zone or lab been conducted to identify faults or deterioration of the equipment or infrastructure?	
			Identify the specific faults or deterioration identified.	
			Date of repair for faults or deterioration:	