

Date: \_\_\_\_\_

Inspector(s): \_\_\_\_\_

Job Title: \_\_\_\_\_

Chair: \_\_\_\_\_



THOMPSON RIVERS UNIVERSITY

CHEMISTRY HAZARD CHECKLIST

**This list is not exhaustive and over time new hazards may come to be. The space at the bottom is for you to add your own identified hazards. Please notify the OH&S department so the checklist can be updated with these additions. Answering 'no' to any of the following questions indicates a need for corrective action to be taken.**

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
<b>1.</b>	<b>Hazard and Location</b>					
1.	Within the lab are safety protocols available? Have fume hoods be tested? Does the eyewash work properly? <b>(237)</b>					
2.	Are all chemicals clearly labeled? Are they safely stored? <b>(237)</b>					
3.	Is there safety signs and labeling on the flammable fridge? Are chemicals proper stored with the fridge? Is MSDS available for all chemicals? <b>(237)</b>					
4.	Are gas cylinders clearly labeled and securely stored? Are there safe moving procedures for cylinders? Are MSDS available for all gas cylinders <b>(237)</b>					
5.	Within the lab are safety protocols available? Is there adequate supervision? Have fume hoods be tested? Does the eyewash work properly? <b>(261)</b>					
7.	Are all chemicals clearly labeled? Are they safely stored? <b>(261)</b>					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
8.	Are shelving units adequately secured? Are materials stored on the shelving properly? <b>(261)</b>					
9.	Are all nitrogen tank clearly labeled and securely stored? Is MSDS available?( <b>263</b> )					
10.	Is there safety signage of the location of the <b>NMR</b> ? Is there instruction in its operation? <b>(263)</b>					
11.	Are all chemicals clearly labeled? Are they safely stored? <b>(263)</b>					
12.	Are gas cylinders clearly labeled and securely stored? Are there safe moving procedures for cylinders? Are MSDS available for all gas cylinders <b>(263)</b>					
13.	Are flammables clearly labeled and safely stored? Is there adequate ventilation? Is there safety signage? Is MSDS available? <b>(chemical room)</b>					
14.	Are all chemicals clearly labeled? Are they safely stored? <b>(chemical room)</b>					
15.	Are there safe work procedures and safety protocols for the darkroom? <b>(256)</b>					
16.	Are all chemicals clearly labeled? Are they safely stored? <b>(265)</b>					
17.	Are shelving units adequately secured? Are materials stored on the shelving properly? <b>(267)</b>					
18.	Are all chemicals clearly labeled? Are they safely stored? <b>(267)</b>					
19.	Are all materials safely and properly stored? <b>(267)</b>					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
20.	Have all fume hoods been tested within the last year? Are they clearly labeled to sash height? Are items properly stored in fume hood? <b>(267)</b>					
21.	Are all acids and bases clearly labeled? Are they stored separately and safely? Are there safety signs warning of acids and bases? Is MSDS available? <b>(267)</b>					
22.	Is the chemical cabinet labeled with its contents? Are items safely and properly stored in the fridge? Is MSDS available? <b>(267)</b>					
23.	Are all storage shelving adequately secured? Are items safely and properly stored on shelves? <b>(267)</b>					
24.	Are gas cylinders clearly labeled and securely stored? Are there safe moving procedures for cylinders? Are MSDS available for all gas cylinders <b>(267)</b>					
25.	Within the lab are safety protocols available? Is there adequate supervision? Have fume hoods be tested? Does the eyewash work properly? <b>(269)</b>					
26.	Are all chemicals clearly labeled? Are they safely stored? <b>(269)</b>					
27.	Are safety protocols for experiments clearly displayed? Are fume heads used as per safe work procedures? Are eyewash stations tested and working properly?					
28.	Are gas cylinders clearly labeled and securely stored? Are there safe moving procedures for cylinders? Are MSDS available for all gas cylinders <b>(271)</b>					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
29.	Are flammable chemicals clearly labeled and safely stored? Is there adequate ventilation? Is there safety signage? Is MSDS available? <b>(271)</b>					
30	Is the chemical cabinet labeled with its contents? Are items safely and properly stored in the fridge? Is MSDS available? <b>(271)</b>					
31	Are all chemicals clearly labeled? Are they safely stored? <b>(271)</b>					
32	Are all storage shelving adequately secured? Are items safely and properly stored on shelves? <b>(271)</b>					
33	Are gas cylinders clearly labeled and securely stored? Are there safe moving procedures for cylinders? Are MSDS available for all gas cylinders <b>(273)</b>					
34	Within the lab are safety protocols available? Is there adequate supervision? Have fume hoods be tested? Does the eyewash work properly? <b>(273)</b>					
35	Have all waste fume hoods been tested within the last year? Are they clearly labeled to sash height? Are items proper stored in fume hood? <b>(273)</b>					
36	Are all chemicals clearly labeled? Are they safely stored? <b>(273)</b>					
37	Is the explosive cabinet clearly labeled of its contents? Are items safely and properly stored? Is there safety signage on the cabinet? Is MSDS available? <b>(273)</b>					
38	Are flammables clearly labeled and safely stored? Is there adequate ventilation? Is there safety signage? Is MSDS available? <b>(271)</b>					

**General issues to always look for:**

- Lab equipment should be clean, well organized and in good order.
- Containers: any container that holds chemicals MUST be properly labeled and store.
- Ventilation: ensure room ventilation is adequate.
- Spills: make sure anything spilled is cleaned up immediately, no matter what it is, to avoid exposure and uncertainty.
- Training: lab faculty must be trained in WHMIS and spill clean up.
- Flammables: any flammable liquids or substances must be stored in a properly labeled flammable cabinet.
- Shelving: any shelves that are storing chemicals must be lipped or have doors.
- Eyewash/shower: eyewash stations should be flushed often to avoid dirt buildup and to make sure they are working properly.
- PPE: requirements should be clearly communicated and posted on lab doors.
- Training: all students need to be trained on any safety issues and equipment they are expected to use. It is a good idea to also do a follow up refresher training mid term.
- Safe work procedures: safe work procedures must be readily available at all times and recently reviewed.
- Gas: desk valves should not be damaged, also ensure that the main shutoff valve is in the off position, unless needed by some other room.
- Fume hoods: annual inspection sticker and sash position current & displayed.
- Housekeeping: If upon inspection you notice that lighting is not adequate, doors don't close properly, , or something is damaged, make note of it to ensure the right people are informed.
- Electrical: cords should not be frayed or missing prongs, equipment should be certified, outlets should be in good working order and of sufficient rating>
- Clutter: walkways, doorways and places where hazardous materials are stored should be free of clutter to avoid trips etc.
- Spill clean up kits: classrooms, prep areas, research rooms, labs and anywhere chemicals are used or stored must be equipped with appropriate spill clean up kits

**Signature:** \_\_\_\_\_