

Date: _____

Inspector(s): _____

Job Title: _____

Chair: _____

Signature: _____



THOMPSON RIVERS UNIVERSITY

MICROBIOLOGY 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
1.	Hazard & Location					
1.	Are all shelving units secured? Are materials stored on the shelves in a safe manner? (363)					
2.	Are all chemicals clearly labeled? Are they safely and properly stored? Is MSDS available for all chemicals? (363)					
3.	Centrifuge - Is there a safe operating procedure and instruction for its use? (363)					
4.	Are all gas cylinders clearly labeled and securely stored? Is MSDS available? (363)					
1.	Is there adequate safety training in place for the use of biohazards? Are fume hoods clearly labeled as to contents of biohazards? Is there a sterilization process in place for dealing with biohazards? (363)					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
2.	Are all flammables clearly labeled? Are they stored in an approved flammable cabinet? Are there safety signs located on the cabinet along with labeling as to its content? Is MSDS available for all flammables? (365A)					
3.	Are all shelving units secured? Are materials stored on the shelves in a safe manner? (365A)					
4.	Are all chemicals clearly labeled? Are they safely and properly stored? Is MSDS available for all chemicals? (365C)					
5.	Are all gas cylinders clearly labeled and securely stored? Is MSDS available? (365C)					
6.	Is there adequate safety training in place for the use of biohazards? Are fume hoods clearly labels as to contents of biohazards? Is there a sterilization process in place for dealing with biohazards? (365D)					
7.	Are all shelving units secured? Are materials stored on the shelves in a safe manner? (365F)					
8.	Are all chemicals clearly labeled? Are they safely and properly stored? Is MSDS available for all chemicals? (365F)					
9.	Are all biohazardous wastes clearly labeled and stored in an approved fume hood? Is there signage showing storage of waste in the fume hood? Are there waste disposal procedures in place? (365F)					
10.	Is there adequate safety training and supervision in the labs? Is there enforcement to wear proper PPE (lab coats , glasses, gloves)? (367)					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
1.	Is there adequate safety training and supervision in place for the use of biohazards? Are fume hoods clearly labeled as to contents of biohazards? Is there a sterilization process in place for dealing with biohazards? (367)					
2.	Is all stored materials clearly labeled? Are they stored in a safe and proper manner? (367)					
3.	Are all chemicals clearly labeled? Are they safely and properly stored? Is MSDS available for all chemicals? (367)					
4.	Is the storage cabinet clearly labeled with its contents? Are items in the cabinet clearly labeled and properly stored? Is MSDS available? (367)					

General Items to Always Look For:

- Lab equipment: equipment should be clean, well organized and in good working order
- Containers: any containers that hold chemicals **MUST** be properly labeled and stored
- 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 liquid or substance must be stored in a proper 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
- 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 stickers and sash position current & displayed
- Training: all students need to be trained on any safety issues and equipment they are expected to use. It is a good idea to do a follow-up refresher training mid term