

Date: _____

Inspector(s): _____

Job Title: _____

Chair: _____



THOMPSON RIVERS UNIVERSITY

BIOLOGY 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.	Hazards & Location					
2.	Are all materials properly and safely stored?(rm 360A)					
3.	Are all materials properly and safely stored?(rm 360B)					
4.	Are all flammables proper labeled, and stored? Are there MSDS and safety signs for all flammables? (rm362A)					
5.	Are all materials properly and safely stored? (rm 362A)					
6.	Are all chemicals clearly labeled and properly stored? Is there MSDS for all chemicals? (rm362A)					
7.	Are all biohazards clearly labeled and properly stored? Are there safe disposal procedures for all biohazards? (rm 362A)					
8.	Are all chemicals, jars, and beakers clearly labeled and safely stored? (rm 362B)					
9.	All gas cylinders clearly labeled and safely and securely stored? (rm 362B)					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
10.	All materials properly and safely stored? (rm 362D)					
11	Are all preserved specimens clearly labeled and safely stored? (rm 362D)					
12.	Are all shelving secure? Are items safely stored on shelving? (rm 364)					
13.	Does the lab provide the following: Safety protocols and instructions? Proper supervision? Eyewash and emergency shower? (rm 364)					
14.	Are cleaning chemicals properly and safely stored? (rm364)					
17.	All gas cylinders clearly labeled and safely and securely stored? (rm 370)					
18.	Does the lab have lab safety signage? Adequate supervision? Safety instructions? (rm 370)					
19.	Where there are harmful substances is there an eyewash and emergency shower? (rm 370)					
20.	Dissections: Instruction, supervision, fume hoods, lab coats, goggles, glasses, gloves. (rm 371)					
21.	Are all specimens properly stored in sealed bins? Is there safety training provided? (rm 371)					
22.	Are all flammables proper labeled, and stored? Are there MSDS and safety signs for all flammables? (rm372A)					
23.	Are all preserved specimens clearly labeled and properly stored? Are there substitutions available? Is there adequate ventilation (rm372A)					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
23.	Are all chemicals clearly labeled and properly stored? Is there MSDS for all chemicals? (rm372)					
24.	Are all acids clearly labeled and properly stored? Are there MSDS and safety signage for acids? (rm 372)					
25.	Are all trolley carts in good condition and move freely? (rm 372)					
26.	Are waste fume hoods labeled as to content? Is it labeled to sash height? Is there any safety signage? (rm 372)					
27.	Are all biohazards clearly labeled and properly stored? Are there safe disposal procedures for all biohazards? (rm 372)					
28.	Are all hazardous substances stored in fume hoods? (rm 378)					
29.	Dissections: Instruction, supervision, fume hoods, lab coats, goggles, glasses, gloves. (rm 378)					
30.	Are all materials properly and safely stored?(rm 378)					
31.	Are marine trays regularly maintained? (rm378)					
32.	Are shelving secure? Are items safely stored on shelving? (rm 370A)					
33.	Tripping Hazards- Are all hoses rolled up and walkways clear? (greenhouse)					
34.	Are shelving secure? Are items safely stored on shelving? (greenhouse)					
35.	Are all chemicals clearly labeled and properly stored? Is there MSDS for all chemicals? (greenhouse)					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
36.	Housekeeping- Is there adequate lighting and ventilation? Are all vents controls working? Are power outlets protected from water? (greenhouse)					

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: _____