

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

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

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

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

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



THOMPSON RIVERS UNIVERSITY

GEOLOGY 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 &amp; Location</b>					
1.	Are all materials safely and properly stored? (230)					
2.	Are all materials safely and properly stored? (231)					
3.	Are all shelving secured? Are items on the shelving safely and properly stored? (233)					
4.	Is there adequate training and supervision in the labs? Have fume hoods be tested annually? Does it contain a certified sticker? Is there a sticker showing sash height? Is there a sign on the lab door showing required PPE? (233)					
5.	Are all chemicals clearly labeled? Are they properly and safely stored? (233)					
6.						
7.						

## 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
- 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.
- 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
- Fume hoods: annual inspection stickers 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 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: all classrooms, prep areas, research rooms, labs and anywhere else where chemicals are used or stored must be equipped with appropriate spill clean up kits