

Date: _____

Inspector(s): _____

Job Title: _____

Chair: _____

Signature: _____



THOMPSON RIVERS UNIVERSITY

PHYSICS 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 chemicals clearly labeled? Are all chemicals stored safely and properly? Is MSDS for chemicals available? (262)					
2.	Are all shelving units secured? Are materials stored on the shelves in a safe manner? (262)					
3.	Are all flammable chemicals clearly labeled? Are they stored in an approved flammable cabinet? Is the cabinet labeled as to its contents? (262)					
4.	Is there a first aid kit for minor injuries? Are there procedures for recording injuries? Is there a process to ensure the first aid kit is supplied and maintained? (262)					
5.	Lathe – Is there adequate training and supervision? Is there safety signage at the lathe location? Is there a face shield available? (262)					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
6.	Drill Press – Is there adequate supervision and training? Is there safety signage at the lathe location? Is there a face shield available? (262)					
7.	Milling machine -- Is there adequate supervision and training? Is there safety signage at the lathe location? Is there a face shield available? (262)					
8.	Grinder – Is there adequate supervision and training? Is there safety signage at the lathe location? Is there a face shield available? Is tool rest set at proper gap? Is grinding stone in good condition? (262)					
9.	Are all flammable materials clearly labeled? Are they stored in appropriate manner? (262)					
10	Power saw – Is supervision and training provided? Are all guards in place? Is hearing protection provided? (262)					
11.	Are all shelving units secured? Are materials stored on the shelves in a safe manner? (262A)					
12.	Soldering – Are safe work instructions provided? Is filter and ventilation system working? (262A)					
13.	Are all shelving units secured? Are materials stored on the shelves in a safe manner? (262B)					
14.	Are all radioactive material clearly labeled? Is it stored in a locked sealed storage? Is there safety procedures provided for use of radioactive material? Is there a sign-out sheet? Is there a formal documented disposal procedure in place? (264)					

		YES	NO	COMMENTS	PERSON RESPONSIBLE FOR ACTION	DATE ACTION COMPLETED
15.	Are all chemicals clearly labeled? Is storage cabinet labeled as to its content? (264)					
16.	Are all chemicals clearly labeled? Are all chemicals stored safely and properly? Is MSDS for chemicals available? (264)					
17.	Are all shelving units secured? Are materials stored on the shelves in a safe manner? (264)					
18.	Lasers – Is thorough training provided? Are safe work procedures in place? Are safety goggles provided?					
19.						
20.						

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